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GENERAL INFORMATION.

The examination for Patrolman, New York City Police Department, is one of the most popular in the Municipal Civil Service. The Police Force consists of over 10,000 members, and in the past there have been from 450 to 600 appointments annually. Appointments are made strictly in the order of merit, according to standing on the eligible list. The initial salary is \$1,000. There is automatic advancement up to \$1,400, after which there is promotion through competitive examination to Sergeant, Lieutenant and Captain. Members of the Force who have served the required term may be retired on pension on their own application. No member can be dismissed except upon trial on stated charges, and he has the right to be represented by counsel and appeal to the courts for reinstatement if unjustly dismissed. He can also appeal to the Board of Review within one year of dismissal.

SUBJECTS AND WEIGHTS.

The subjects and weights are: Government and Duties, 5; Memory Test, 3; Arithmetic, 2. 70 per cent is required on the Mental test, 70 per cent. on the Physical, 70 per cent. on Strength, and 70 per cent. average on all.

OFFICIAL INSTRUCTION.

The following is the official instruction of the Police Department of the City of New York as given in the School for Recruits to the probationary Patrolmen.

Ques. 1:—Who are peace officers?

ANS.:—A peace officer is a Sheriff of a county, or is Under Sheriff or Deputy, or a Constable, Marshal, Police Constable, or Policeman of a city, town or village.

Ques. 2:—What is an arrest?

ANS.:—An arrest is the taking of a person into custody that he may be held to answer for a crime. An arrest is made by the actual restraint of the defendant or his submission to custody.

Ques. 3:—When can an arrest be made without a warrant? By whom can the arrest be made?

ANS.:—A peace officer may, WITHOUT A WARRANT, arrest a person: (1) for a crime committed or attempted in his presence; (2) when the person arrested has committed a felony, although not in the presence of the officer; (3) when a felony has in fact been committed, and the peace officer has reasonable cause for believing the person to be arrested to have committed it. To effect the arrest the officer may break open a door or window of a building, if, after giving notice of his authority and purpose, he is refused admittance.

Ques. 4:—Who are bound to aid an officer in effecting an arrest? When can same be exempted from so doing?

ANS.:—All citizens, when requested by the officer making the arrest. They are exempt from so doing when physically unable.

Ques. 5:—What must an officer do when he makes an arrest except when same is made while the offender is actually committing crime or is escaping?

ANS.:—He must inform him of his reason for making the arrest.

Ques. 6:—When may an officer break open a door or window?

ANS.:—An officer may break open a door or window to release a person who has entered to make an arrest; or when he is denied admittance in pursuit of an escaped prisoner, or other person after committing a crime, or to execute a warrant or to make an arrest of a person supposed to have committed a felony, when being refused admittance after informing them of his authority and purpose.

Ques. 7:—What is a crime?

ANS.:—A crime is an act or omission forbidden by law, and punishable upon conviction by death, or imprisonment, or fine, or removal from office, or disqualification to hold any office or trust, honor or profit, under the State, or other penal discipline.

Ques. 8:—What is a warrant?

ANS.:—A warrant is an instrument in writing signed by proper authority directing that a certain person be brought before a court to answer for a crime alleged to have been committed by him or her, and must be served by a Peace Officer.

Ques. 9:—What is the difference between warrants for felony and misdemeanor?

ANS.:—If the crime charged in the warrant be a felony, it may be served any day or night; if for a misdemeanor it cannot be served on Sunday or at night, unless it is indorsed by the Magistrate to be served on Sunday or at night.

Ques. 10:—How is a crime punishable?

ANS.:—A crime is punishable by death, imprisonment, fine, removal from office or disqualification to hold any office of trust, honor or profit under the State, or other penal discipline.

Ques. 11:—Name the different kinds of warrants.

ANS.:—Coroner's warrant, search warrant, warrant of arrest, bench warrant.

Ques. 12:—What is a bench warrant, how served, and by whom issued?

ANS.:—A bench warrant is issued for the arrest of a person against whom an indictment has been found; also for the arrest of a person who has forfeited his bail bond. It is served by a peace officer. It is issued by the clerk of the court.

Ques. 13:—What is a search warrant, when issued, and contains what?

ANS.:—A search warrant is an order in writing, in the name of the people, signed by a Magistrate, directed to a peace officer, commanding him to search for personal property and bring it before the Magistrate. A search warrant is issued when property is stolen or embezzled and is concealed, or when property has been used to commit a felony and has been concealed, or when property is in the possession of

a person who intends to use same to commit a public offense, or when he has delivered to another person to conceal same. A search warrant must contain the facts tending to establish the grounds of the application, or probable cause for believing that they exist.

Ques. 14:—What must an officer do before a Magistrate indorses a warrant in a county other than place of issue?

ANS.:—He must prove the handwriting of the Magistrate who issued the warrant.

Ques. 15:—What must an officer do when he levies on goods in compliance with a search warrant?

ANS.:—When an officer takes property under a search warrant he must give a receipt for the property taken (specifying it in detail) to the person from whom it was taken by him, or in whose possession it was found; or in the absence of any person he must leave it in the place where he found the property.

Ques. 16:—What is a misdemeanor? What is the maximum punishment?

ANS.:—A misdemeanor is any crime less than a felony. Maximum punishment is imprisonment in a penitentiary or county jail for not more than one year, or by a fine of not more than \$500, or both.

Ques. 17:—What is a felony? How punished?

ANS.:—A felony is a crime which is or may be punishable by either death or imprisonment in a State prison.

Ques. 18:—What is the law relative to children under 7 years, and between the years of 7 and 12, and over 12 years, who commit crime?

ANS.:—A child under the age of 7 years is not capable of committing crime. A child between the ages of 7 and 12 years is presumed to be incapable of committing crime, but the presumption may be removed by proof that he had sufficient capacity to understand the act or neglect charged against him, and to know its wrongfulness. A child between the ages of 7 and 16 years who shall commit any act or omission which, if committed by an adult, would be a crime not punishable by death or life imprisonment, shall not be deemed guilty of any crime, but of juvenile delinquency only.

Ques. 19:—What view does the law take relative to crime when committed while in a state of intoxication?

ANS.:—No act committed by a person in a state of voluntary intoxication shall be deemed less criminal by reason of his having been in such condition. But whenever the actual existence of any particular purpose, motive or intent is a necessary element to constitute a particular species or degree of crime, the jury may take into consideration the fact that the accused was intoxicated at the time in determining

the purpose, motive or intent with which he committed the act.

Ques. 20:—What view does the law take of morbid criminal propensity?

ANS.:—A morbid criminal propensity existing in the mind of a person not shown to have been incapable of knowing the wrongfulness of such acts forms no defense.

Ques. 21:—By whom and where is a crime punishable committed on an Albany day boat? On the Empire State Express?

ANS.:—A crime committed on the Albany Day Boat would be punishable by the authorities of the county through which the boat passed, or at the beginning of or termination of the voyage, if completed. A crime committed on the Empire State Express, same as above.

Ques. 22:—What is the law relative to the Ambassador Act?

ANS.:—Ambassadors and other public ministers from foreign governments accredited to the President or Government of the United States and recognized according to the laws of the United States, with their secretaries, messengers, families and servants, are not liable to punishment in this State, but are to be returned to their own country for trial and punishment.

Ques. 23:—Who must serve warrants?

ANS.:—Warrants must be directed to and executed by a peace officer.

Ques. 24:—What is the principal to a crime? An accessory?

ANS.:—A person concerned in the commission of a crime, whether he directly commits the act constituting the offense or aids and abets in its commission, and whether present or absent, and a person who directly or indirectly counsels, commands, induces or procures another to commit a crime, is a principal. An accessory to a crime is a person who, after the commission of a felony, harbors, conceals, or aids the offender, with intent that he may avoid or escape from arrest, trial, conviction, or punishment, having knowledge or reasonable ground to believe that such offender is liable to arrest, has been arrested, is indicted or convicted, or has committed a felony.

Ques. 25:—Who are parties to a misdemeanor?

ANS.:—All principals in a misdemeanor. A person who commits or participates in an act which would make him an accessory if the crime committed were a felony, is a principal, and may be indicted and punished as such, if the crime is a misdemeanor.

Ques. 26:—What is an attempt to commit a crime?

ANS.:—An act done with intent to commit a crime, and tending but failing to effect its consummation, is an attempt to commit that crime.

Ques. 27:—What is an habitual criminal?

ANS.:—A person who is hereafter convicted of a felony who before that conviction has been convicted in this State of any other crime, or where a person is hereafter convicted of a misdemeanor who has already been five times convicted of a misdemeanor, may be judged by the court as an habitual criminal.

Ques. 28:—What crime is an officer guilty of who allows a prisoner to escape?

ANS.:—A peace officer who allows a prisoner to escape (wilfully) by connivance, etc., is guilty of a felony. If he allows a prisoner to escape in any manner he is guilty of a misdemeanor.

Ques. 29:—What is perjury? State when it is possible to commit perjury and still swear to a truth?

ANS.:—A person who swears or affirms that he will truly testify, declare, depose or certify, or that any testimony, declaration, deposition, etc., be true when he knows same to be false, is guilty of perjury. A person may be guilty of perjury and still swear to a truth when he swears to something some other person has told him.

Ques. 30:—What is homicide? Name the different kinds.

ANS.:—Homicide is the killing of one human being by the act, procurement or omission of another. Homicide is either murder, manslaughter, excusable homicide or justifiable homicide.

Ques. 31:—What proofs are required for conviction of murder and manslaughter?

ANS.:—No person can be convicted of murder or manslaughter unless the death of the person alleged to have been killed, and the fact of killing by the defendant, as alleged, are each established as independent facts, the former by direct proof and the latter beyond a reasonable doubt.

Ques. 32:—Define assault in the first degree, second degree and third degree.

ANS.:—A person who, with the intent to kill a human being, or to commit a felony on his person or property, or the person or property of another, assaults such other with a loaded firearm or other dangerous weapon; or by any means likely to produce death; or administers or causes to be administered to another, poison or any drug which is dangerous to life, is guilty of assault in the first degree.

A person who, under circumstances not amounting to assault in the first degree, with intent to injure, unlawfully administers or causes to be administered to another any drug which is dangerous to life or health, or with intent thereby to enable himself or another to commit a crime, administers or causes to be administered to another, chloroform, ether, or any intoxicating or anesthetic agent; or wilfully and wrongfully inflicts upon another grievous bodily harm, either with or without a weapon; or assaults another with intent to

commit a felony, or resists the lawful mandate of a court or officer, is guilty of assault in the second degree.

A person who assaults another person in a way not specified above is guilty of assault in the third degree.

Ques. 33:—State when force or violence is not unlawful?

ANS.:—Force and violence may lawfully be used when necessarily committed by an officer in the discharge of a legal duty, or by any person assisting him; or by any person arresting a person who has committed a felony; or when committed in self-defense; or in defense of one about to be injured; or when preventing unlawful interference with property, or preventing trespass. When committed by a parent in lawfully correcting a child, or by a person in charge of a PUBLIC VEHICLE for carrying PASSENGERS, in expelling any person from such vehicle for refusing to obey any reasonable regulation prescribed for the conduct of passengers, providing such vehicle has been stopped and the force or violence used is not more than sufficient to expel the offending passenger with a reasonable regard to his personal safety, or when committed by a person in preventing any person of unsound mind from committing an act dangerous to himself or others.

Ques. 34:—Define robbery.

ANS.:—Robbery is the unlawful taking of personal property, from the person or in the presence of another, against his will, by means of force, or violence, or fear of injury, immediate or future, to his person or property, or the person or property of a relative or member of his family, or any one in his company at the time of the robbery.

Ques. 35:—What is duress?

ANS.:—Duress is the act of compelling a person to do something against his will by means of threats of violence. A person who commits an unlawful act under duress is not liable to punishment therefor.

Ques. 36:—Give law relative to labor on Sunday; also relative to persons observing another day as holy time.

ANS.:—All labor on the first day of the week (Sunday) is prohibited, except works of necessity and charity, which include whatever is needful for the good health and comfort of the community.

It is sufficient defense for the accused to have observed another day of the week as holy day, and that the labor was done in such a manner as not to interfere with or disturb others in observation of the first day of the week as holy time.

Ques. 37:—What stores may keep open on Sunday, and what articles may be sold?

ANS.:—Druggists, Florists, Newspaper Stores, Tobacco Stores and Confectioners, etc.

The following articles may be sold on Sunday: Articles of food may be sold and sup-

plied at any time before ten o'clock in the morning and also meals may be sold to be eaten on the premises, or served elsewhere, by caterers. Prepared tobacco, milk, ice, soda water, etc., may be sold in places where spirituous liquors are not kept for sale, and fruits, flowers, confectionery, surgical instruments, medicines, etc., may be sold at any time of the day in a quiet, orderly manner. The public sale or exposing for sale or the delivery of uncooked flesh foods, meats, fresh or salt, is not permitted at any hour on Sunday.

Ques. 38:—What is a dying statement? What value does the law place upon same?

ANS.:—The main thing in a dying statement is the mental condition of the person making same. In order that it be admitted as evidence, the person must have no hope of recovery. The following are the questions necessary to make a dying statement complete: WHAT IS YOUR NAME? WHERE DO YOU LIVE? DO YOU NOW BELIEVE THAT YOU ARE ABOUT TO DIE? HAVE YOU ANY HOPE OF RECOVERY FROM THE EFFECTS OF THE INJURY YOU HAVE RECEIVED? ARE YOU WILLING TO MAKE A TRUE STATEMENT? HOW, AND IN WHAT MANNER, CAME YOU TO THE INJURY FROM WHICH YOU ARE NOW SUFFERING? If possible, the statement of the patient should be reduced to writing and his signature obtained thereto.

Dying statements are of the greatest importance to the public prosecutor. In many such cases there may be a total failure of justice if such statements are not taken.

Ques. 39:—What is issue of facts?

ANS.:—Issue of facts means all facts or statements which are affirmed on one side and denied on the other. A statement made by the prosecution and denied by the defense is an issue of fact.

Ques. 40:—State different kinds of evidence.

ANS.:—Direct evidence, conclusive evidence, corroborative evidence, competent evidence, circumstantial evidence, relevant evidence, sufficient evidence, cumulative evidence, testimony, presumption, facts in issue, hearsay testimony, etc.

Ques. 41:—Define circumstantial evidence; cumulative evidence.

ANS.:—Circumstantial evidence is evidence of facts and circumstances from which the existence of some particular fact is sought to be established. If a merchant testified that he sold the revolver to No. 1 with which No. 2 was shot, and the revolver was afterwards found lying upon the ground by the side of No. 2, with one cartridge exploded, it would be circumstantial evidence that No. 1 shot No. 2. Cumulative evidence is evidence of the same character to the same point as evidence already given; it is a repetition of evidence or addnig to what has already been given. If other witnesses were to testify to

what Nos. 3, 4 and 5 had testified to, it would be cumulative evidence.

Ques. 42:—Can a conviction be obtained upon the uncorroborated statement of a child under 12 years?

ANS.:—No. But a child under 12 years of age may testify in a criminal action. If in the court's opinion it has sufficient intelligence to comprehend the meaning and importance of testimony, its testimony may be received, but not under oath, and the testimony must be corroborated before a conviction can be had.

Ques. 43:—When can a conviction be had upon the accusation of rape?

ANS.:—When it is shown that the accused was physically able to accomplish a penetration, and it is proven that a penetration has been accomplished. Any sexual penetration, however slight, is sufficient to complete the crime.

Ques. 44:—How do you understand the rules in regard to drinking liquor while in uniform whether off or on duty, or entering places where liquor is sold while in uniform, or smoking pipes or cigars while in uniform, whether off or on duty in the public office of the station house, or any court or schoolroom?

ANS.:—No member of the Force is permitted while in uniform, whether on or off duty to drink any kind of intoxicating liquors, nor is he permitted to enter any place where intoxicating liquors are sold or furnished, while in uniform, whether on or off duty, except in the immediate discharge of his duty.

No member of the Force is permitted to smoke pipes or cigars, or use tobacco in any form, while in uniform, whether on or off duty, except in the rear or sitting room of the station. The use of tobacco in the front office of the station house, courts or schoolroom is prohibited at all times.

Ques. 45:—What action would you take should any person tender you any reward or gratuity directly or indirectly, or any compensation in the discharge of your duty?

ANS.:—Make an application in writing to the Police Commissioner, through official channels, accompanied by the proposed reward, gratuity or compensation, requesting permission to accept same. No member of the Force or employee of the Police Department is permitted to accept or share in, directly or indirectly, any reward, present, fee, gift or emolument for police services, in addition to his regular salary, without first obtaining permission from the Police Commissioner.

Ques. 46:—When are you entitled to receive witness fees? What disposition are you required to make of such fees?

ANS.:—When attending court in a civil action. All such fees are to be given to the Commanding Officer of the station house to which I am attached, to be forwarded to

the Police Commissioner (through official channels) and donated to the Pension Fund.

Ques. 47:—What disposition are you required to make of all letters, anonymous or otherwise, that you receive in relation to police matters?

ANS.:—Give same to my Commanding Officer, that they may be investigated.

Ques. 48:—If any person should assault you and escape for the time, to whom would you apply for permission to obtain a warrant for his arrest?

ANS.:—The Chief Inspector.

Ques. 49:—If you should lose your shield, fire or signal box key, what would be required?

ANS.:—Immediately report the loss of any of the articles named to the Commanding Officer of the station house to which I am attached.

Ques. 50:—When going to or returning from court or meals, how should two or more policemen conduct themselves?

ANS.:—They should march in military order. The patrolman longest on the Force is in command and is responsible.

Ques. 51:—What is required in the case of sickness, when you are unable to perform duty, or a member of your family has contagious disease?

ANS.:—Report sick in person, or by a competent messenger, at the station house of the precinct in which I reside, except in case of emergency.

In case of contagious disease in family of a member of the Force, he will be excused on an order from the Board of Health.

Ques. 52:—What is the rule in regard to conversing with prisoners while in the cells or awaiting trial at the Police Court?

ANS.:—No member of the Force, except the Police Commissioner, a Deputy Commissioner, or an Inspector, or unless authorized by them in writing, is permitted to converse with a prisoner confined in a cell at the station house or a Police Court, and then only in the presence of the Doorman then on duty, or the Commanding Officer of the Court Squad.

Ques. 53:—In case you should find a person insensible on the street and you should have any doubt as to the cause, what would be required?

ANS.:—Immediately call for an ambulance and insist that said unconscious person be removed to the hospital; after which all necessary information must be obtained.

Ques. 54:—What is required of you if at any time you should make an arrest in a precinct other than the one to which you are assigned? What disposition should you make of the prisoner?

ANS.:—Take the prisoner to the station house of the precinct in which the arrest has been made, where he will be entered as a detained prisoner. The pedigree, etc., will be

transmitted to the station house of the precinct to which I am attached. The prisoner will be arraigned before the magistrate in the court to which prisoners are sent from the precinct in which the arrest has been made. The disposition will be reported at the station house to which I am attached.

Ques. 55:—When is a Patrolman off duty?

ANS.:—A Patrolman is on duty at all times, but is relieved at certain hours from the actual performance of duty on ordinary occasions.

Ques. 56:—In case you should arrest a person for intoxication having money or other property in his possession, what is your duty?

ANS.:—The prisoner will be searched at the station house by the officer making the arrest, under the supervision of the Lieutenant on desk duty, who will be held responsible for all articles taken from the prisoner. He will make a list of all articles taken, and give same to the prisoner. He will also enter the list on the "arrest and aided" book. The articles will be returned to the prisoner by the arresting officer at the expiration of the court proceedings, who will take a receipt therefor. If the prisoner is a female, the Matron will make the search.

Ques. 57:—What is your duty in case you should come into possession of lost property of a highly inflammable or dangerous character?

ANS.:—When lost, abandoned or stolen property of a highly inflammable or dangerous character or nature is discovered by or comes into the custody of any Patrolman, it shall be his duty to report the same at once to his Commanding Officer, and he will take every means to prevent any person from coming into contact therewith.

Ques. 58:—If you should arrest a person having in his possession stolen property, what disposition would you make of prisoner and property?

ANS.:—Take prisoner and property to the station house. Property is to be marked for identification. The property will be taken to court as evidence. If the prisoner is held for trial, the property is to be taken to the Property Clerk of the Police Department. If the prisoner is discharged, the property is to be disposed of as the Court directs.

Ques. 59:—In case you come in possession of lost, stolen or unclaimed property what disposition are you required to make of such property?

ANS.:—Bring same to the station house and furnish my Commanding Officer with a complete list and thorough description of all articles, making special note of all marks of identification; in case of revolvers, the name and number; in the case of watches, the name and number of the case and the number of the works.

Ques. 60: When meeting a superior officer, what are you required to do? What are you required to do upon entering the office of the Police Commissioner, Deputy Commissioner, or an Inspector?

ANS.:—When meeting a superior officer, come to the position of attention and salute. Upon entering the office of the Police Commissioner, Deputy Commissioner or Inspector, salute by removing the hat; if head is uncovered, salute by coming to the position of attention.

Ques. 61:—What assistance are you to render in civil cases?

ANS.:—None, except to prevent a breach of the peace or to quell a disturbance actually commenced.

Ques. 62:—In case a person should ask you to serve a summons, what would you do?

ANS.:—Would take the name of the person making the request, have him accompany me so as to identify the person on whom the summons is to be served, and make note in my memo. book of my being absent from post and the cause for same.

Ques. 63:—In what manner are you required to carry your baton while on duty? In the discharge of your duty how are you to act in regard to wilfully maltreating or using any unnecessary force toward a prisoner or citizen?

ANS.:—Batons are to be carried in the socket of the belt when belts are worn. When belts are not worn, batons are to be carried in the hand as inconspicuously as possible. No officer is permitted to wilfully maltreat a prisoner or citizen, but he is authorized to use all necessary force to effect an arrest.

Ques. 64:—What is your duty when you find a person who has been a victim of a murderous assault?

ANS.:—To immediately send for an ambulance and notify the station house to which I am attached, so that detectives may be assigned to the case; gather what information I can, together with the names of any witnesses; take a dying statement, if necessary. If an arrest is made in the case, prisoner is to be taken before the assaulted person for the purpose of making an identification.

Ques. 65:—What is your duty in regard to finding beggars, prostitutes and persons without visible means of support in the street?

ANS.:—All beggars and persons without visible means of support found on the street are to be arrested and charged with being a vagrant. All prostitutes found soliciting on the streets for immoral purposes are to be arrested and charged with disorderly conduct.

Ques. 66:—Children selling newspapers on the street; what are they required to have, and from whom is it procured?

ANS.:—No male child under the age of 10

years, or female under the age of 16 years, shall sell newspapers on the street. A male child between the ages of 10 and 14 years may sell newspapers with permission of the Board of Education or district school superintendent of the district wherein child resides. The permit is issued upon application of the parent or guardian of the child. It bears the name, date, place of birth and general description of the child to whom issued; also the name of the child's parent or guardian, and must be signed on the reverse side by the child to whom issued in the presence of the issuing officer. A badge is issued with and bears a number corresponding with the number on the permit and must be worn at all times while selling papers. The permit is good for one year and is not transferable. The child cannot sell papers after 10 P. M.

Ques. 67:—What is the rule in regard to being a member of any fire or military company, or going to target excursions, or soliciting money for political purposes?

ANS.:—No person connected with the Police Force shall be a member of any fire or military company; nor be allowed to go on target, athletic or other excursions, except by permission of the Police Commissioner. Any Police Commissioner, or an officer or member of any police force in this State, who solicits any money for any political fund is guilty of a misdemeanor.

Ques. 68:—In giving testimony before a Court or before a Commissioner, how should you give same, and in what manner are you required to stand?

ANS.:—Testimony should be given in a clear and distinct voice, truthfully telling all known respecting the matter inquired of, without fear or reservation, and without any desire or design to influence the result. Must stand at the position of attention.

Ques. 69:—What is required when you change your residence?

ANS.:—Must report change in residence at the station house of the precinct to which attached; also the precinct which have moved from, and moved to, within 24 hours after such change has been made.

Ques. 70:—(a) What games of chance are allowed in the station house? What games are allowed to be played in the station house? (b) What is your duty if you arrest a mail driver? (c) What are you to do when you find stray animals on your post?

ANS.:—(a) The playing of any game of chance in the station house is positively prohibited. The games allowed in the station house are chess, dominoes and draughts, which shall be played only in the sitting room. All games are prohibited on Sundays.

(b) If the driver of a wagon containing United States mail, or the person in charge of the United States mail, be charged with the commission of a crime less than a felony, no arrest will be made at the time. The police officer will take the name of the de-

fendant, the name of his employer, and, if the defendant be a driver, the number of his wagon. The officer will notify the defendant to appear at a certain Magistrate's Court at a specified time, and will also notify the defendant's employer of the facts. If the crime charged be a felony, an arrest will be made forthwith. In such case the arresting officer will accompany his prisoner to the place where the mail is to be delivered, provided such place be within the State of New York, and after giving his prisoner opportunity to deliver the mail, he will take him to the proper station house. If it becomes necessary for the arresting officer to leave the city, he will notify his Commanding Officer by telephone. In no case will a defendant charged with committing a felony be permitted to leave the jurisdiction of the State of New York. If the destination of the delivery of the mail be out of the State, the arresting officer should communicate at once by the nearest telephone with the defendant's employer or post office authorities, so that arrangements may be made for the delivery of the mail matter.

(c) All stray animals found on the street are to be taken to the station house, and a report covering all known facts made to the Commanding Officer.

Ques. 71:—If you were on duty at fire lines, what persons would you permit to pass?

ANS.:—The Mayor, members of the Board of Aldermen, heads of Departments, uniformed Firemen and Insurance Patrolmen, or officials of the Fire Department carrying their badge of office, and persons having fire line badges.

Ques. 72:—What is required if you should have knowledge of Gambling Houses, Lottery or Policy Shops being conducted on your post?

ANS.:—To carefully observe all suspected gambling houses or other places of a suspicious nature, obtain evidence as to the character and ownership of such houses, note by whom frequented, and report result of such observations to my Commanding Officer.

Ques. 73:—What is the rule in regard to wearing or purchasing second-hand uniforms?

ANS.:—No member of the Force will be permitted to purchase or wear any police garments of another member or ex-member of the Force, without the special permission, in writing, of the Police Commissioner.

Ques. 74:—(a) What would you do if you should find a dead body in the street? (b) A dead body in the water, decayed or unsafe to remove? (c) A suicide in a building?

ANS.:—(a) When a dead human body is found in the water, or in or upon any street, alley, park, pier, public or other place in the City of New York, or comes to the notice or observation of any member of the Force, such member shall immediately ascertain full particulars in connection therewith,

notify the station house and Coroner, and until the necessary order has been issued by the Coroner, will see that no person shall touch, remove or disturb the body, nor touch, remove or disturb the clothing, nor any article upon or near such body.

(b) If the body is in the water and is decayed so as to be unsafe for removal, it is to be secured, and action taken as above.

(c) Suicide take same action as for dead body.

Ques. 75:—What is the very first thing for you to observe when being assigned to a strange post?

ANS.:—The location of the nearest fire signal box, telephone and signal box.

Ques. 76:—(a) When you are on duty in the night time, what is required? (b) In case you find a door open, what is your duty?

ANS.:—(a) To frequently examine all doors, areas, low windows, area gates and gratings of buildings on post; become acquainted with all persons living or doing business on post; be particular to note the time that all persons of bad character frequent post; investigate all suspicious circumstances that may present themselves, such as hacks standing on or passing over the posts without lamps lighted, persons passing late at night with bundles, or persons loitering about or acting in a suspicious manner.

(b) In case of finding an open door on post, get assistance, make an investigation, and report same to my Commanding Officer; secure door by means of a drop lock, or a padlock from the station house.

Ques. 77:—What is your duty in case you find water running in a building in the night time, and you have reason to think that it is doing damage?

ANS.:—In case of any break or leakage of the water pipes in connection with any house, store or other building or premises, the occupant thereof will be notified as promptly as possible of the existence of the break or leakage and that same must be repaired at once, and make an immediate report to my Commanding Officer.

Ques. 78:—If you discover a fire on your post or adjoining post, what are you to do?

ANS.:—Whenever a Patrolman discovers a fire, or has his attention called to a fire, he will immediately hasten to the nearest fire alarm box and send in an alarm. Should such fire require an alarm, he will cover the signal box with some person to direct the fire apparatus to the location of the fire, immediately notify the Lieutenant on desk duty at the station house as to the location of the fire, description of building and whether reserves are needed, and shall perform such other duty as the circumstances may require.

Ques. 79:—When on duty at night time, what are you to make yourself generally familiar with?

ANS.:—The persons living on, doing business on, and the persons passing over my post.

Ques. 80:—What is the best evidence of the officer's efficiency when on post?

ANS.:—Absence of crime and absence of complaints from citizens.

Ques. 81:—What information should you be prepared to give your superior officer regarding your post?

ANS.:—The nature of the people residing on same, their means of earning their livelihood, and the nature of all business being conducted thereon, and the nearest fire alarm box, signal box and telephone.

Ques. 82:—(a) What is your duty when a citizen seeks advice or information? (b) Can you enter a building while on patrol?

ANS.:—(a) Will come to the position of attention, hear what the citizen has to say, give the necessary information, provided same is not regarding police matters prohibited by the Rules and Regulations of the Police Department.

(b) Only in performance of police duty, or to answer a call of nature; and then an entry must be made in the memo. book of cause of such absence and length of same.

Ques. 83:—What is required in case you have to answer a call of nature?

ANS.:—Patrolmen compelled to leave their posts for reasons other than the discharge of their duties, will, prior to so doing, telephone to the precinct station house from the nearest signal box and obtain the permission of the Lieutenant, and will report to the Lieutenant in the same manner their return to post.

Ques. 84:—What would you do should you see a person passing over your post late at night with package, bundle or satchel?

ANS.:—If the person was unknown to me and looked in any way suspicious, I would stop him and make an investigation. If he could not give a good account of how he came in possession of such bundle, etc., and his reason for being on the street at that hour, I would place him under arrest and charge him with being a suspicious person.

Ques. 85:—What would be your duty should a person charge another with committing a crime?

ANS.:—If the crime charged was a felony, I would place the one accused under arrest, and take both to the station house. Should the crime charged be a misdemeanor, I would direct the one making the accusation to place the accused under arrest and I would then accompany them to the station house. In both cases I would make an investigation to be sure that a crime had been committed.

Ques. 86:—If you should find a person who was taken suddenly ill, or a person who had met with an accident, what would be your duty?

ANS.:—To ascertain all facts in the case, summon an ambulance if necessary, obtain the names and addresses of witnesses, and make a complete report to my Commanding Officer.

Ques. 87:—What would be your duty in case you should see hacks or cabs passing over your post at night time with the lamps not lighted?

ANS.:—Stop the hack or cab and investigate the circumstances. If there was anything suspicious found, would place the driver and occupants under arrest. If everything was found correct, I would issue a summons to the driver directing him to appear in court to answer a charge of violating a corporation ordinance in failing to have his lamps lighted.

Ques. 88:—When placed on post, how long are you required to remain on post?

ANS.:—Until properly relieved.

Ques. 89:—How long are you allowed to converse with a citizen or a side partner while on post, and on what business?

ANS.:—No longer than is absolutely necessary, and then on police business only.

Ques. 90:—(a) In what manner are you required to patrol your post? (b) What is required if you find dead animals on your post?

ANS.:—(a) When on patrol a Patrolman must constantly patrol his post and follow the curb line; must not stand, walk or converse with policemen or citizens except on police business, and then no longer than is absolutely necessary.

(b) All dead animals found in the street or public places during day tours by members of the Force shall be reported forthwith by signal box, or personally at the station house. Dead animals found at night time will be reported at the expiration of the tour of duty.

Ques. 91:—(a) If you have knowledge of any contagious disease in a house on your post; (b) if street or electric lamps are not lighted on your post; (c) if you observe broken or leaking fire hydrants; (d) dangerous places or sunken pavements in the streets; what is your duty?

ANS.:—(a) All cases of contagious diseases will be promptly reported to officer on desk duty.

(b) If any gas or electric lamps are found not burning, which are in condition to burn, they will be immediately lighted by the officer discovering same. Patrolman will report at the desk at the expiration of their tour of night duty, each lamp in condition to burn, found not burning, and the hour that they lighted same, also all found broken or not in condition to burn and the cause thereof.

(c) All broken or leaking fire hydrants will be immediately reported to the officer on desk duty, by signal box or telephone.

(d) All dangerous places will be reported to the officer on desk duty at once, and all necessary steps will be taken by the officer to guard same that no person may be injured by same. Sunken pavements will be reported at the desk at the expiration of tour of duty, except where same are in a dangerous condition; then same action as to dangerous places will be taken.

Ques. 92:—What is your duty when you find lost children on the street? When you find a foundling or have your attention called to one?

ANS.:—Whenever a member of the Force finds or has his attention called to a lost child, he shall make inquiry in the immediate neighborhood and endeavor to ascertain the residence of the parent or guardian of said child. Failing to do so, he shall bring the child to a station house. When a member of the Force finds or has his attention called to a foundling anywhere in the city, he shall immediately have same conveyed to the nearest station house.

Ques. 93:—What is the legal rate of speed of automobiles in parts of City that are closely built up?

ANS.:—Eight miles per hour.

Ques. 94:—Are automobiles licensed? If so, by whom is the same granted, what is the fee, where is the license exhibited?

ANS.:—Yes; by the Secretary of State. The fee is \$5.00 for a vehicle having a rating of 25 H. P. or less; \$10.00 for a vehicle having a rating of more than 25 and less than 35 H. P.; \$15.00 for a vehicle having a rating of more than 35 and less than 50 H. P., and \$25.00 for a vehicle having a rating of more than 50 H. P. Registration number must be displayed in front of and at the rear of each automobile, securely fastened so they cannot swing.

Ques. 95:—What do you call a person who operates an auto? Is he required to be licensed? By whom? What is the fee? When must same be renewed?

ANS.:—A Chauffeur. Yes, by the Secretary of State. Fee is \$5.00. Date of renewal is the first day of February of each year.

Ques. 96:—Name the three offenses under the Motor Vehicle Law, and state in what courts they are brought to trial.

ANS.:—Over-speeding, operating an automobile without a registration number and Chauffeur operating an automobile without a license. First offense is tried in Magistrate's Court; subsequent offenses tried in Court of Special Sessions.

Ques. 97:—In what manner are Chauffeurs required to carry their licenses? Under what condition are owners not required to have a license to operate an automobile? What license must they have? What period of time is allotted to them before they must get a license of their own?

ANS.:—Chauffeurs must have their license badges pinned on the outside of their clothing in a conspicuous place at all times when operating an automobile on the public highway. Owners are not required to have a license immediately after purchase of a car from a manufacturer. They can operate under a manufacturers' license for a period of 15 days, and then must have their license.

Ques. 98:—(a) What lights are automobiles required to have? (b) What must show on the front? (c) What kind of a light must be in the rear? (d) What are the hours to have the lights lighted?

ANS.:—(a) At least three lighted lamps. (b) Two lighted lamps which are visible for at least 200 feet in the direction from which the automobile is proceeding. (c) A lamp showing a red light visible from the rear. The rays of such lamp shall shine on the number plate carried on the rear of such vehicle so that the numerals can be seen for at least fifty feet in the direction from which the vehicle is proceeding. (d) One-half hour after sunset and one-half hour before sunrise.

Ques. 99:—Can a person harbor any animal or bird that makes so much noise that it would disturb the rest or repose of any person to the detriment of life or health?

ANS.:—No. A person harboring an animal making so much noise as to disturb the public peace, or repose, is guilty of maintaining a nuisance.

Ques. 100:—Could you arrest any person under such circumstances if the person who made the complaint would go to court?

ANS.:—Yes, on a warrant issued by a Magistrate.

Ques. 101:—What is required of drivers carrying rails, pillars, or columns of steel or iron on carts, drays or cars, which would disturb the community by loud noises? What offense would you charge the offender with?

ANS.:—All rails, pillars and columns of steel or iron, or other materials which are being transported over and along the streets of the City of New York upon carts, drays or cars, or in any other manner, shall be so loaded as to avoid causing loud noises or disturbing the peace and quiet of such streets. Would be charged with violation of a corporation ordinance (Sect. 529).

Ques. 102:—Can a person beat a drum or other instrument for the purpose of attracting attention, for the show of a beast or bird?

ANS.:—No person shall beat a drum, blow a horn or other instrument for the purpose or attracting attention to the sale of his wares, or to advertise his show.

Ques. 103:—What are the hours that a hand organ may be allowed to play in the street? At what distance from hospitals, schools, asylums or public institutions? From a private dwelling if requested to stop playing?

ANS.:—No hand organ can be played in the Borough of Manhattan between the hours of 9 A. M. and 7 P. M. Must not be played on Sunday. Must not be played within a distance of 500 feet of any school house during school hours, or within the same distance of any hospital, asylum, or other public institution; nor within a dis-

tance of 250 feet of any dwelling house or other building when requested by an occupant thereof to stop playing.

Ques. 104:—When on post near a hospital, what is your duty relative to unnecessary noises by street vendors, hoodlums who cry "extras," and small boys who congregate thereat, or any other noises which would tend to annoy a sick person?

ANS.:—Any person guilty of the above would be subject to arrest, as no person shall make any noise within 250 feet of any hospital that would tend to annoy a person confined therein.

Ques. 105:—If any person is arrested for the above offense, what crime would you charge him with, and how would you explain the conditions to the Magistrate?

ANS.:—He would be guilty of a violation of corporation ordinance. I would explain to the Magistrate that the defendant was making unnecessary noise, stating how, on a street within 250 feet of the hospital, and that the street had been designated as a hospital street, and that signs were placed on the lamp post to the effect.

Ques. 106:—Name the Courts within the City of New York where crime is triable?

ANS.:—Police Magistrates' Court, Coroner's Court, Special and General Sessions Court, Supreme Court and County Courts.

Ques. 107:—Under what general headings is crime divided? How punished?

ANS.:—A crime is either a felony or a misdemeanor. Punished by death, imprisonment or fine.

Ques. 108:—State what a Search Warrant should contain? When is same issued?

ANS.:—A Search Warrant should contain a description of the property sought and the person and place to be searched. A Search Warrant is issued when an affidavit has been made giving reasonable grounds to believe that property has been concealed after being stolen, or is to be used to commit a felony, or after being used in committing a felony.

Ques. 109:—Who executes a Warrant?

ANS.:—A peace officer.

Ques. 110:—Who has the power to issue a Bench Warrant, on what grounds, and for what or whom it is issued?

ANS.:—The District Attorney. If a defendant has been discharged on bail and fails to appear to be arraigned, or when a person has been indicted for any crime.

Ques. 111:—What should an officer do when a warrant is issued for John Doe?

ANS.:—He should obtain a complete description of the person to be arrested or have some other person obtain an identification.

Ques. 112:—Is it permissible to allow a person arrested for misdemeanor in another county to be bailed therein?

ANS.:—Yes; he may be released on bail

to await a warrant of arrest from the county having jurisdiction of the crime.

Ques. 113:—State what is obligatory on an officer when he seizes goods in compliance with a Search Warrant.

ANS.:—When an officer seizes property under a search warrant he must give a receipt for the property taken, specifying in detail, to the person from whom he has taken the property, or in whose possession it was found; or in the absence of any person, he must leave it in the place where the property was found.

Ques. 114:—Is it necessary to have a Coroner's warrant endorsed for service in another county?

ANS.:—No; a Coroner's warrant need not be indorsed for service in another county.

Ques. 115:—As an officer on post in the confines of the City, how far can you go into another county in the State to make an arrest?

ANS.:—A peace officer can make an arrest in any county in the State, as he is a State officer.

Ques. 116:—Where is a crime punishable committed partly in one county and partly in another?

ANS.:—In either county.

Ques. 117:—What powers has an officer to force an entrance into a house to execute a warrant? State what he must do before he forces entrance?

ANS.:—He may break open an inner or outer door or window to execute a warrant, when refused admittance. He must give notice of his authority and purpose.

Ques. 118:—What power have peace officers in compelling a private citizen to assist them in making an arrest or serving a warrant?

ANS.:—Every person must aid an officer in the execution of a warrant or while making arrest, if called upon by the officer to aid him.

Ques. 119:—When may a private citizen refuse?

ANS.:—When he is physically unable to assist.

Ques. 120:—How is an arrest made? How much force may be used?

ANS.:—An arrest is made by the taking of a person into custody, or his submission thereto. No more force than is actually necessary to make the arrest is permitted.

Ques. 121:—(a) State what you must do when you make an arrest on a warrant. (b) State when you are not required to do so.

ANS.:—(a) When making an arrest on a warrant the officer executing same must inform the defendant why arrest is being made, and must read the warrant to him if necessary. (b) When defendant is being

arrested in the act of committing a crime, or while being pursued immediately thereafter.

Ques. 122:—What may a person do to liberate himself or a private person locked in a building?

ANS.:—He may break open an outer or inner door or window.

Ques. 123:—State when an officer would be justified in taking a human life.

ANS.:—When necessary in overcoming actual resistance to the execution of a legal process, mandate or order of the Court; or in the discharge of a legal duty; when necessary to retake a prisoner who has committed or has been arrested for, or convicted for, a felony and who has escaped or has been rescued after committing a felony; in lawfully suppressing a riot; or in lawfully preserving the peace.

Ques. 124:—State when an arrest is at all times justifiable?

ANS.:—When made on a warrant; in the act of committing a crime; or when suspected of committing a felony.

Ques. 125:—What is the correct police action to be taken against a person who deliberately turns on the gas and partly asphyxiates herself and others?

ANS.:—She is to be placed under arrest charged with Attempted Suicide and Felonious Assault.

Ques. 126:—Are you justified in feeling the outside pockets of a prisoner arrested for a serious offense, and why?

ANS.:—Yes. To see whether or not he has any concealed weapon in his pockets which he may use in an endeavor to escape.

Ques. 127:—What charge would you make against a woman for soliciting for immoral purposes? Against a person who lives wholly upon the proceeds of a prostitute? Against one who is habitually in the company of prostitutes?

ANS.:—They are all disorderly persons and can be arrested for disorderly conduct.

Ques. 128:—What crime is a person guilty of who disguises his or her sex?

ANS.:—Disorderly conduct.

Ques. 129:—(a) Who are compelled to support poor relatives? (b) What officials have supervision of same?

ANS.:—(a) Their relatives. (b) The Overseer of the Poor.

Ques. 130:—Give an instance where a person is punishable for a crime in this State who has never been within this State.

ANS.:—When he is an accessory to a felony committed within this State, or when he has sent the means to commit a crime into the State.

Ques. 131:—What would you do in regard to giving information which might enable any person to escape from arrest or punishment or to secrete any stolen goods or goods unlawfully obtained?

ANS.:—No member of the Force is permitted to give any information to a person that would enable him to escape from arrest or punishment, or to enable him to dispose of or to secrete any goods or other valuables stolen or otherwise unlawfully obtained.

Ques. 132:—In regard to giving any information respecting orders received at the desk or in relation to police matters, outside of the police station house?

ANS.:—No member of the Force is permitted to give any information respecting any special orders he may have received, except with the permission and direction of his Commanding Officer, or superiors in office.

Ques. 133:—What books are you required to keep in your possession at all times? For what purpose are you required to keep the memorandum book? For what purposes the manual?

ANS.:—The Summons Book, Memorandum Book and Manual. The Memorandum Book is to be kept in an officer's pocket at all times so that he can keep record of the duty performed by him, such as the number of his post on certain dates, all accidents, arrests, and disposition of same, his absence from post and the reason therefor. The manual is to be kept in an officer's possession so that he may read and study same and become familiar with its contents. (Note: The rule regarding the carrying of the Manual while on post has been revoked.)

Ques. 134:—In what manner are you required to wear the shield at all times while on duty?

ANS.:—When in uniform it is to be pinned on the left side of the breast on the outermost garment. When on duty in plain clothes, the shield should be pinned on the left breast of the vest so that same can be easily displayed when necessary.

ANSWERS TO QUESTIONS ASKED AT PAST EXAMINATIONS.

Municipal Civil Service Com'n., N. Y.
PATROLMAN.

Date: April 1, 1914.

GOVERNMENT—Weight 5.

(To be finished at 2.30 P. M.)

Ques. 1:—Name the courts that try cases of murder, disorderly conduct, passing counterfeit money, carrying concealed weapons, cruelty to a horse.

ANS.:—The Supreme Court and County Courts try cases of murder, in New York City the Court of General Sessions also tries murder cases.

Disorderly Conduct: In the Magistrates' Court.

Passing Counterfeit Money: In the United States District Court.

Carrying Concealed Weapons: Supreme Court, County Courts and Court of General Sessions.

Cruelty to a Horse: In the Magistrates' Court for a first offense, if the offender pleads guilty; otherwise, in the Court of Special Sessions.

Ques. 2:—Specify the official or department having charge of the collection of city taxes, the prosecution of offenders, the issuing of marriage licenses, the care of the destitute, the settlement of disputes about wills.

ANS.:—Collection of City Taxes: Finance Department.

Prosecution of offenders: District Attorney. (Note: The Corporation Counsel prosecutes offenders in civil cases, but it is doubtful whether the question has reference to that.)

Issuing Marriage Licenses: the City Clerk.

Care of the Destitute: the Dept. of Public Charities.

Settlement of Disputes about Wills: the Surrogate.

Ques. 3:—Who has authority to issue licenses in each of the following cases: (a) To act as a chauffeur; (b) to sell milk within the city limits; (c) to place building material in the streets; (d) to operate an express wagon?

ANS.:—(a) The Secretary of State.

(b) Board of Health.

(c) Borough President (Bur. of Highways).

(d) Mayor's Bureau of Licenses.

Ques. 4:—What officer is the chief executive of a city? Of a state? Of the U. S.? What body of men make laws for the U. S.? For New York State? For

New York City? What officials constitute the Board of Estimate and Apportionment of New York City?

ANS.:—Chief Executive of the City: The Mayor. Of the State: The Governor. Of the U. S.: The President.

Lawmakers for the U. S.: Congress (Senate and House of Representatives). For New York State: The Legislature (Senate and Assembly). For New York City: The Board of Aldermen.

The Board of Estimate consists of the Mayor, the Comptroller, the President of the Board of Aldermen, and the Presidents of Manhattan, Brooklyn, Bronx, Queens and Richmond Boroughs.

Ques. 5:—State exactly what action you would take as a Policeman if you noticed the following conditions on your post, and give your reason for your answer in each case: (a) An unlighted street lamp; (b) a dead cat in the gutter; (c) the door of a private residence unlocked and partly open at 1 o'clock in the morning; (d) a lost child; (e) a fire in a tenement.

ANS.:—(a) Light the lamp if it can be lighted. At the expiration of tour of duty report it at the desk, giving location of lamp and time of discovery. Reason: Darkness is conducive to crime and accidents.

(b) If in the day-time, report at once by signal box to station house, or personally at station house. If at night, report at expiration of tour of duty. If on a hot night, it should also be reported by signal box, especially if in a tenement district. Reason: A decaying carcass is likely to breed disease. There is need of quicker action in the daytime when the sun is shining than at night when it is cool.

(c) Get assistance, make an investigation, report by 'phone to station house, and secure the door with a drop lock or padlock from the station house. Reason: Assistance should be called first, in order to prevent a possible burglar from escaping. The door should be padlocked to prevent an intruder from entering.

NOTE:—The answer as given is sufficient. For purposes of information the following may be added:

The Patrolman should keep his eye on the open door and summon assistance quietly; not by rapping his club, if it can be avoided. Tell a citizen to call Patrolman on next post. If unable to do this, he should not leave in order to 'phone. He should go into house and investigate. If able to secure assistance, he should surround the house before entering, to prevent a possible burglar from escaping.

(d) Inquire in the vicinity in an effort to discover child's home. If unable to locate, take child to nearest station house where

there is a Matron. Reason: To save the parents from needless anxiety and to save the City from having to take into custody a child where there is no need of it.

(e) Rap for assistance, rush to firebox and turn in alarm. Run through house and

arouse tenants and help any that need help. Phone to station house, or have somebody else do it. Reason: The first necessity is to send in an alarm, next to arouse tenants, and next to have the reserves turn out to keep order.

HOW PAPERS ARE RATED.

HOW PAPERS ARE RATED IN THE ABOVE EXAMINATION OF APRIL 1, 1914.

Government has a weight of 5; Arithmetic, 2, and Memory, 3, a total of 10. Each paper is rated on a basis of 100. Then the percentage on each paper is equalized according to the weight given that paper and all added together to give the final average.

There are 5 questions in Government, each of which, on a 100% basis, has a weight of 20%.

Ques. 1 has 5 sub-divisions, each of which has a weight of 4%.

Ques. 2 has 5 sub-divisions, each of which has a weight of 4%.

Ques. 3 has 4 sub-divisions, each of which has a weight of 5%.

Ques. 4 has 7 sub-divisions, and the natural conclusion would be that each would have a weight of 1-7th of 20%, or 2.86%. But there are two reasons for believing that in this question the sub-divisions will not be given equal weight. One reason is that it would be such a nuisance to calculate on a basis of sevenths that, rather than do it, the Examiners would re-arrange the number of sub-divisions to provide a more convenient basis of calculation. Another reason is that the first 6 sub-divisions are easy, while the 7th, relating to the Board of Estimate, is nearly as difficult as the other 6 combined. The Chronicle will therefore assume that the first 6 sub-divisions will be given a weight of 2% each, making 12%, and that the Board of Estimate questions (which alone calls for the naming of 7 officials) will be given a weight of 8%. Although this still leaves an odd division of 7 officials into 8%, it figures approximately 1% for each official, and is far less troublesome than if all 7 sub-divisions had to be considered in sevenths.

Ques. 5 has 5 sub-divisions, each of which has a weight of 4%.

Arithmetic has a weight of 20. There are 4 questions and, on a basis of 100%, each has a weight of 25%. Arithmetic cannot be rated precisely. It is largely a matter of judgment of the Examiner how severely to charge errors. If the method is correct, that, of course, is the main thing; still, if the candidate knows the method and still cannot do the processes correctly, the deductions may be heavy. In the practical affairs of life errors in arithmetic are serious, re-

gardless of whether made through ignorance or carelessness. If the City had to depend on the calculations of an employe as to the revenue of the Water Department and the employe figured \$1,000,000 short, the City would be losing \$1,000,000. Such an error would be charged seriously. On the other hand, a small difference due to obvious carelessness would be charged leniently.

The Memory Test has a weight of 30, and is also considered on a basis of 100%. There are 12 things to remember, as follows: (1) Look for a man, (2) name, (3) age, (4) height, (5) weight, (6) crossed eye, (7) scar on cheek, (8) hat, (9) suit, (10) wanted in Yonkers, (11) charge, felonious assault, (12) reward. This gives a weight of 8 1-3% to each.

The weight on 11 of these items is about equal, but the one relating to the charge of felonious assault, from a technical point of view, is the most important, because for felonious assault an officer can make an arrest without a warrant. However, it is probable that the deduction for forgetting the charge will be no more serious than for forgetting the descriptions, and that a uniform deduction of 8 1-3% will be made for each item forgotten. This is the most difficult Memory Test that has ever been given in the Patrolman examination, because nearly all of the items are descriptive and all are of nearly equal importance.

Suppose that a candidate receives 80 on Government, 90 on Arithmetic and 68 on Memory. The average is not computed by adding 80, 90 and 68 and dividing by 3, which would give 79.33. This could only be done if all three papers had the same weight. But each has a different weight. Therefore the percentage of each paper must be multiplied by its weight, in order to reduce them to a common factor, and then the products added together.

The weight on Government is 5, or 50. The candidate has made 80% of that 50. Eighty per cent. of 50 is 40%. On Arithmetic he made 90% of 20, which is 18%. On Memory he made 68% of 30, which is 20.40%. This gives the following result:

Government	40.00%
Arithmetic	18.00%
Memory	20.40%
Average	78.40%

It is not necessary to receive a given percentage on each subect. If the final average is 70% in the Patrolman examination the candidate passes.

Municipal Civil Service Commission.

PATROLMAN.

GOVERNMENT AND DUTIES.

Weight 5.

Date: June 23, 1913.

Ques. 1:—To what department or bureau would you send a person who wished to get a permit (a) to keep a pistol; (b) to conduct a junk shop; (c) to sell kerosene oil; (d) to use a hose to sprinkle his garden at certain periods of the year?

ANS.:—(a) Police Department or any City Magistrate.

(b) Mayor's Bureau of Licenses.

(c) Fire Prevention Bureau, Fire Department.

(d) Department of Water Supply, Gas and Electricity.

Ques. 2:—What department has charge of (a) Floating Baths; (b) House of Detention; (c) Riverside Drive; (d) Willard Parker Hospital; (e) playgrounds for children in the City parks?

ANS.:—(a) Borough President (Bureau of Public Buildings and Offices).

(b) Police Department.

(c) Department of Parks.

(d) Health Department.

(NOTE: This is a contagious disease hospital.)

(e) Park Department.

(NOTE: The question is raised by a candidate as to whether the office of Borough President is a department. In one sense it is, and in another it is a collection of departments or bureaus. In the case of the question, "What department or bureau has jurisdiction over Floating Baths?" the answer is Borough President, because the Superintendent of Public Buildings and Offices (who looks after that bureau) is not a department head, but a subordinate official, who has no independent powers. In the case of the Tenement Commissioner, who is appointed by the Mayor, he has complete charge of his department and does not have to ask permission to do anything. Therefore, so far as the intent of this question goes, the office of Borough President is a department.)

Ques. 3:—Define or explain each of the following: (a) Grand larceny; (b) manslaughter; (c) perjury; (d) bribery; (e) blackmail.

ANS.:—(a) Taking property valued at over \$50 from another in an unlawful manner.

(b) Killing a person in the heat of passion, but without intent to cause death.

(c) Swearing falsely to that which is known to be untrue.

(d) Giving money or property to a public officer to induce him to act contrary to his duty, or giving money to any person to induce him to do an unlawful act; or giving money to a person to vote contrary to his convictions.

(e) Knowingly sending to a person a communication in writing accusing him of a crime and threatening him in order to extort money or other gain.

Ques. 4:—What department or board should be notified in the case of each of the following complaints concerning Moving Picture theatres: (a) That there is no red sign or light over one of the exits in the balcony; (b) that children under fourteen years old are admitted unattended at night to the entertainment; (c) that only a few drinking glasses are provided for the patrons instead of individual drinking cups; (d) that a performer plays a part on Sunday in which there is negro singing and dancing?

ANS.:—(a) Fire Prevention Bureau, Fire Department.

(b) Police Department.

(c) Health Department.

(d) Police Department.

Ques. 5:—(a) Under what circumstances should a Patrolman serve a summons on a person charged with an infraction of the law or ordinance, instead of making an arrest? (b) Name three conditions under which a Patrolman may make an arrest without a warrant.

ANS.:—(a) For violation of the Motor Vehicle Law or any ordinance, except when the offender cannot take care of himself and except when charged with disorderly conduct tending to breach of peace. Such summons SHALL be served in all cases when the offender has an Identification Card issued by the Police Commissioner; and MAY be served when the offender can satisfactorily identify himself, even if he has no such Identification Card.

(NOTE: The serving of summons in place of arrest when the offender has an Identification Card is mandatory under law, but the law also provides that the Police Commissioner may, in his discretion, accept other means of identification, and under orders of the Mayor the Police now accept any satisfactory means of identification. The latter is, however, merely a rule subject to change, and not a law.)

(b) When a felony or misdemeanor has been committed in his presence. When a felony has been committed, although not in his presence, and he has reason to believe that the person about to be arrested committed the felony. When the person arrested has committed a felony, although not in the officer's presence.

A fourth ground would be resisting an officer in the enforcement of a rule of the Health Department, as Health Department rules have the effect of ordinances.

(NOTE: Candidates should note well the above wording regarding felonies. Police Captain Kuhne had to pay a judgment

of \$2,000 for arresting a person charged with having committed a felony, but who, it afterwards proved, had not committed a felony. The following is the law: Either the felony must be committed in the presence of the officer, or a felony has without any doubt been committed, in which case the officer may arrest a person whom he believes committed the felony (even if it afterward appears that some other person was the one who committed it); or he may arrest a person who has committed a felony, although not in the officer's presence. The difference between the second and third is as follows: In the second case there is no doubt that John Jones has been murdered, and the Policeman believes that Wm. Smith committed the crime. In the third case it is known that August Johnson, a counterfeiter, is wanted by the authorities, and the Patrolman meets Johnson on the street and arrests him. Many candidates misunderstood questions (a) and (b) and merely gave instances. The object of the question is to ascertain in what classes of cases that is a general rule to be followed.)

Municipal Civil Service Commission.

PATROLMAN.

Date: October 24, 1912.

GOVERNMENT AND DUTIES.

Weight, 5.

Ques. 1:—How would you, as Patrolman on beat, act in the following cases: (a) A citizens claims that persons without a permit are tearing up the street in front of his premises. (b) You discover a man, apparently in a stupor, lying in a vestibule. (c) A dog is run over and injured by a cart. (d) The neighbors of a manufacturer complain that he uses much soft coal.

ANS.:—(a) Tearing up a street without a permit is a violation of a city ordinance which provides that no person shall incumber or obstruct any street, roadway or sidewalk without having first obtained a written permit from the President of the Borough. The penalty is a fine of five dollars. I would serve a summons on the person in charge of the gang.

(b) I would make examination of the person to see if there were signs of violence having been used, but even if he appeared to be drunk, I would then summons an ambulance, as it is not within the province of a Patrolman to decide whether a person is sick or drunk. If the ambulance surgeon decided that violence had been used, I would make a hurried investigation of the circumstances and at once notify the Lieutenant at the desk. If the Surgeon pronounced him intoxicated, I would telephone to the station house for a patrol wagon. I would try to establish the identity of the person by papers in his pockets. I would then make an entry of all the facts in my Memo Book.

(c) My action would depend upon how seriously the animal had been disabled. If the injury apparently was slight, I would telephone to the Society for the Prevention of Cruelty to Animals for medical treatment. If the animal seemed to be in great agony, under Sec. 186 of the Penal Law, I would call two citizens for their judgment as to whether the animal should be shot. With their approval, I would then shoot the dog. I would then notify the Board of Health by phone to remove the dead body. Then I would enter all the facts in my Memo Book.

(d) The use of soft coal to the detriment of health or annoyance of persons, is a violation of a city ordinance. I would serve a summons on each person responsible. I would obtain the names of the complaining neighbors, and make entry of the facts in my Memo Book.

Ques. 2:—Name the Department that has charge of:

(a) Regulating wagon traffic on the busy streets and avenues of the city.

(b) Keeping the aisles in theatres clear of people during a performance.

(c) Removing garbage from residences.

(d) Lighting the streets in New York City.

(e) Taking from their homes persons who have diseases that are "catching."

ANS.:—(a) Police Department.

(b) Fire Department.

(c) Street Cleaning Department.

(d) Department of Water Supply, Gas and Electricity.

(e) Health Department.

Ques. 3:—For what purpose is each of the following institutions used:

(a) House of Detention.

(b) Ludlow Street Jail.

(c) Tombs Prison.

(d) Municipal Lodging House.

ANS.:—(a) For the detention of material witnesses in criminal cases.

(b) For the custody of prisoners arrested as a result of civil proceedings and also for members of the National Guard as a punishment.

(c) Used for the custody of prisoners awaiting trial on criminal charges, and also for Federal prisoners by the U. S. Government.

(d) Used to shelter homeless people.

Ques. 4:—If you saw an automobile in front of a house which was boarded up for the summer and a light in an upper window at 2 A. M., what would you do?

ANS.:—The first thing I would do would be to rap for my side-partner, meanwhile keeping an eye on the front door and the automobile. When he came I would tell him to summon more aid, so that the rear of the house could be watched, also. Then I would rap at the front door. If I could not obtain admission, I would have my side-partner phone to the station house for instructions. I would examine all outer entrances to see if there were any marks of doors or windows having been forced.

If the door were opened in response to my rapping, I would require the persons inside to identify themselves, if they claimed to be the people living in the house, and ask them to explain the circumstances. If their manner were suspicious and they were unable to give a satisfactory account of themselves, or if any evidence of burglary were discovered, I would place them under arrest on charge of burglary. If they carried concealed weapons, I would prefer an additional charge of carrying concealed weapons.

If the occupants gave a satisfactory explanation, I would simply note the incident in my memo book, mentioning the names of the officers or citizens who assisted me.

Ques. 5:—What would you do as patrolman in each of the following cases:

(a) A citizen runs up to you and says that his pocket was picked of \$5 the day before, and he points out a young man on the other side of the street and accuses him of the theft.

(b) A woman on your beat complains that she and her two children are practically starving. She says that her husband earns \$20 per week but gives her only two dollars a week to support herself and her children and that he spends the balance on drink.

ANS.:—(a) I would arrest the accused person and have the complainant accompany me to the station house to make complaint.

NOTE: It is a felony to steal from the person of another, and the Penal Law provides that an officer may arrest a person believed to have committed a felony, even though not committed in his presence.

(b) I would inform her that her remedy was to apply to the Court of Domestic Relations for relief.

Ques. 6.—Suppose that, having arrested a citizen charged with larceny from the person, you should be on the way to the station house with the prisoner, and the complainant in the case should declare that he had made a false charge and ask you to release the prisoner, what would you do? Give your reasons.

ANS.:—I would make the arrest notwithstanding the desire to withdraw the charge, and I would require the complainant to accompany me to the station house. The offense charged being a felony, I could not take the responsibility of allowing the charge to be withdrawn. It frequently happens that the ends of justice are defeated through complainants endeavoring to withdraw charges as the result of intimidation. A charge of felony should be disposed of by the courts.

GOVERNMENT AND DUTIES.

PATROLMAN.

Date, August 1, 1911.

Ques. 1:—With what official, bureau, department, or society, will the Police De-

partment be brought into contact in each of the following cases: (1) A dead body is taken from the river. (2) A destitute woman is found starving in the street. (3) A lost child unable to tell where it lives is picked up by a patrolman. (4) A gambling house is raided and arrests of gamblers are made.

ANS.:—(1) The Coroner and the Department of Charities. (2) The Department of Charities. (3) If a child over the age of two, the Society for the Prevention of Cruelty to Children; if under the age of 2, the Department of Charities. (4) Magistrates' Court.

Ques. 2:—(a) What would you do if you were a patrolman and saw an accident between an automobile and a street car in which several persons were injured? (b) What should a police officer do who saw flames issuing from the window of a tenement house in the night time?

ANS.:—(a) I would first summons an ambulance to care for the injured. I would then take the following data about those concerned: Name, age, sex, nationality, residence or destination; approximate height and weight; whether married or single; sober or intoxicated; the date and precise place of the accident; the nature of the injury; full particulars, a general description of the persons injured and to what hospital they were taken. I would take the names and addresses of all bystanders who had seen the accident and include same in my report to my commanding officer. If it were clearly an accident I would make no arrests, but under the provisions of a recent order, would hand a summons to the person or persons responsible, commanding them to appear at a magistrates' court. If the accident appeared to be deliberate I would arrest the offender and take him to a Magistrates' Court.

(b) I would immediately rap my club on the sidewalk or blow my whistle for other policemen to turn in an alarm and then run into the building to arouse the tenants and vacate the building. I would then telephone to the Lieutenant at desk of my precinct notifying him of the fire and request that reserves be sent.

Ques. 3:—(a) Describe your course of action if you found a pushcart without an owner on the street while you were on duty as a patrolman. (b) Tell what you would do if you were on duty as a patrolman and saw a man trying to break into a store at night. Give full particulars.

ANS.:—(a) I would make inquiry, without leaving my post, to learn if possible whether the owner was nearby. If I did not succeed in locating the owner, I would take the pushcart to the station house and state the facts to the Lieutenant, who would then make out an "owner wanted" report. I would enter the incident in my note book and write out a report.

(b) I would ask him what he was doing and unless he could give a satisfactory explanation I would place him under arrest. I would feel his pockets from the outside to ascertain whether he had any concealed weapons, and if I could feel any I would reach in his pockets and take them out. If a door or window had been forced open, or a glass broken, I would rap for assistance. When the officer on the next post responded I would ask him to remain there on guard while I took the prisoner to the station house. At the station house I would prefer a charge of attempted burglary, if the circumstances warranted; if not, I would make a technical charge of being a suspicious person, so that he could be held pending investigation. When I returned to my post I would endeavor to ascertain whether the owner of the store resided in the immediate vicinity. If he did, I would hunt him up and let him take charge of his store. If he did not live nearby I would nail up the door, in case it had been opened, or in some other way secure the place. I would keep a close eye on the place the rest of the time I was on post and report the facts to the officer relieving me so that he could do the same. If the man explained that he was the proprietor, or something like that, and could not get in for lack of a key, I would not accept the explanation unless he could prove it very conclusively. In either case I would report the occurrence.

Ques. 4:—(a) If a citizen comes to you when you are on post and states that his employers refuse to pay him his wages and asks what to do to get his money, what advice would you give him? (b) A citizen comes to you and says he has been struck by a man who is standing on the opposite corner. What would you do in the case and what advice would you give the citizen?

ANS.:—(a) I would advise him to sue his employers for his wages. If the person could not afford to pay a fee to a lawyer, I would advise him to see the Legal Aid Society, 239 Broadway.

(b) I would tell him that the alleged offense being only a misdemeanor and not having been committed in my presence I could not make the arrest, but that every citizen has the right to make arrests for the disturbance of peace, and if he would make the arrest I would take the prisoner in charge and conduct him to the station house, provided that the accuser accompanied me and would make complaint. If he did not choose to make the arrest as suggested and insisted on wanting satisfaction, I would advise him to go to a magistrate and apply for a warrant for the arrest of the offender.

Ques. 5:—To what official would you direct a citizen to get a permit to (a) sell milk, (b) carry a pistol, (c) sell liquor, (d) keep a bootblack stand?

ANS.:—(a) Division of Milk Inspection,

Department of Health; (b) to the Captain of the district where the person resides or does business; (c) State Excise Department; (d) Bureau of Licenses.

Ques. 6:—Name the office to which you would direct a citizen who asked you for the following information; (a) a permit to open a slaughter-house; (b) to get a newsboy's license; (c) to pay a water bill; (d) to get a marriage license.

ANS.:—(a) Division of Meat Inspection, Department of Health; (b) to the District Superintendent of Schools; (c) Water Register, Department of Water Supply, Gas and Electricity; (d) Marriage License Bureau.

Ques. 7:—Specify two duties that belong to each of the following: (a) The Police Department; (b) Fire Department; (c) Board of Health; (d) Board of Aldermen; (e) Department of Charities.

ANS.:—To preserve the peace by enforcing laws and ordinances, a violation of which would be a disturbance of the peace or a nuisance. To regulate traffic in the public streets. (b) To extinguish fires in the City of New York. To inspect premises where explosives are stored, kept or sold, with a view to making proper provisions for the safety of persons in such buildings and surrounding buildings and property. (c) To prevent epidemics. To inspect the milk, meat, fish, vegetables, etc., with a view to safeguarding the health of the people. (d) To pass ordinances for the local government of the city. To appropriate money with which to carry on the government of the city. (e) To make proper provision for the care of the destitute, sick and indigent of the city. To make proper disposal of the bodies of paupers and others whose bodies are unclaimed.

GOVERNMENT AND DUTIES.

PATROLMAN.

Date, January 24, 1908.

Ques. 1:—State one way in which the National Government, the State Government and the City Government are each concerned in the sale of liquors at retail.

ANS.:—The National Government grants United States Internal Revenue licenses for the sale of distilled or fermented spirits, wines or malt liquors. The State Government grants liquor tax certificates permitting the traffic in liquors during certain hours. The City Government enforces the provisions of the Liquor Tax Law.

Ques. 2:—To what official or department of the city government should a person apply to obtain a permit or license for each of the following: (a) To hold a masked ball; (b) to conduct a pawnbroking business; (c) to conduct a poultry slaughter-

house; (d) to hold religious services in the public streets?

ANS.:—(a) The Police Commissioner. (b) The Mayor. (c) The Department of Health. (d) The Mayor, the Police Commissioner, or any Alderman, provided that when an Alderman issues the permit it must be countersigned by an Alderman of the district in which such services are to be held.

Ques. 3:—Name the court which disposes of each of the following cases: Burglary, counterfeiting, desertion from the army, homicide, petit larceny.

ANS.:—The Court of General Sessions, the United States Court, Military Court (Court Martial), the Court of General Sessions, the Court of Special Sessions.

Ques. 4:—What is the legislative body called in the Federal Government? In what State Government? In the Municipal Government?

ANS.:—Congress. The Legislature of the State of New York. The Board of Aldermen.

Ques. 5:—Specify one, at least, of the duties of Police Commissioner, District Attorney, Coroner, Register, Corporation Counsel.

ANS.:—To see that the laws of the State and the ordinances of the city are enforced. To prosecute persons arrested for crime committed in his county. To hold inquests in all cases of accidental or suspicious deaths, or where a person has died without medical attendance. To keep records of all deeds, titles, mortgages, etc. To act as legal adviser to the Mayor and heads of the City Government.

GOVERNMENT.

PATROLMAN.

Date, January 23, 1908.

Ques. 1:—From whom must a person obtain a license to manufacture cigars; to compound physicians' prescriptions; to run an express wagon?

ANS.:—United States Internal Revenue Office.

State Board of Pharmacy.
Bureau of Licenses.

Ques. 2:—What officer, department or commission has control of the manufacture of gas; removal of garbage; disinfection of residences; laying out of new subways; detention of immigrants?

ANS.:—Department of Water Supply. Gas and Electricity.

Street Cleaning Department.
Department of Health.
Public Service Commission.
Commission of Immigration.

Ques. 3:—In what court would the following be tried: A dispossess case; a divorce case; a case of drunkenness; a case involving the theft of ten dollars; a burglary case?

ANS.:—Municipal District Court.
Supreme Court.
City Magistrates' Court.
Special Sessions.
General Sessions.

Ques. 4:—What is the difference between a primary election and a general election? When is each generally held?

ANS.:—A primary election is an election by the members of a party duly convened to elect delegates to a convention, or of party committeemen, or upon any question submitted to the vote of a party.

A general election is held for the election of Federal, State, County and City officers.

Primary elections are held as follows: In Presidential years, on the tenth Tuesday before the day of general election. In other years, on the seventh Tuesday before the day of the general election.

General elections in the State of New York are always held on the first Tuesday following the first Monday in the month of November of each year.

Ques. 5:—What kind of a public officer is a coroner? Briefly, what are his duties and how is he chosen?

ANS.:—A County officer. His duties are to investigate and hold an inquest over every case of accidental death or where a person dies without medical attendance and to cause the arrest of the person responsible for such death, if such death was caused by negligence or foul means. He must also take ante-mortem statements in cases of fatal injuries so, in case of death, he may be able to ascertain the cause of death and the person responsible therefor. The Coroner is elected by the people for a term of four years.

GOVERNMENT.

PATROLMAN.

Date, January 22, 1908.

Ques. 1:—Name two courts in the county in which you live that deal entirely with criminal cases, and two that deal with civil cases, explaining at the same time what you mean by civil and what by criminal cases.

ANS.:—Criminal cases: The Court of General Sessions and the Court of Special Sessions. Civil cases: The City Court and the Municipal District Court. Civil cases are cases where a person is tried for the neglect to pay a just debt or for carelessly injuring another in person or reputation, or injures the property of another. Criminal cases are cases where a person is tried for an act or omission forbidden by law.

Ques. 2:—Does the City of New York, the County of New York, the State of New York, or the United States Government control the following offices: (a) Register's Office; (b) Postoffice; (c) Board of Examining Plumbers; (d) Excise Department; (e) Public Service Commission?

ANS.:—

- (a) County of New York;
- (b) United States Government;
- (c) City of New York;
- (d) State of New York;
- (e) State of New York.

Ques. 3:—Name three different classes of persons in addition to the regular members of the Police Department who may make arrests in New York City, stating in each case the conditions under which such arrest may be made.

ANS.:—Special patrolmen, who while acting in such capacity have the same powers as regular patrolmen. Officers of the American Society for the Prevention of Cruelty to Animals, who while employed by such society are empowered to arrest for any act of cruelty to an animal. A private citizen has the power to arrest a person for a crime committed or attempted in his presence or when the person arrested has committed a felony, although not in his presence.

Ques. 4:—What government (City, State or National) pays for the erection of: A custom house in Manhattan? An armory in The Bronx? A Brooklyn High School? The Blackwell's Island Bridge? A prison at Sing Sing (Ossining)?

ANS.:—Federal government; State government; City government; City government; State government.

Ques. 5:—What is meant by an ordinance?

ANS.:—An ordinance is a regulation adopted by the Board of Aldermen and approved by the Mayor.

GOVERNMENT.

PATROLMAN.

Date, September 12, 1906.

Ques. 1:—By which government, Federal, State or Municipal, are the following granted: (a) License to open an intelligence office; (b) license to act as pilot on the waters surrounding New York; (c) license to open a bar in a hotel?

ANS.:—

- (a) Municipal Government.
- (b) State Government.
- (c) State Government.

Ques. 2:—Give an instance of some matter controlled by (a) the City Government; (b) by the State; (c) by the United States.

ANS.:—

- (a) The streets, avenues and highways within the limits of the city.

- (b) The granting of liquor tax licenses.
- (c) The enforcement of the laws relating to Customs and Immigration.

Ques. 3:—State briefly the duties of the following officers: Sheriff, Corporation Counsel, Commissioner of Excise, United States Marshal and City Chamberlain.

ANS.:—To enforce law and order in this county, and to execute mandates of the courts.

To act as legal adviser to the Mayor and city officers of the City of New York.

To issue liquor tax certificates and see that the provisions of the liquor tax law are enforced in the State of New York.

To execute the mandates of the United States Courts.

To receive all moneys paid into the city treasury and deposit same in the bank, and pay out money on warrants presented for all legal debts of the City of New York.

Ques. 4:—What is the length of the term of each of the following officials, and in what city does the governmental body with which each is connected meet: A New York Congressman; a New York Assemblyman; a New York Alderman; the Vice-President of the United States; the Chief Justice of the United States Supreme Court?

ANS.:—Two years, Washington.

One year, Albany.

Two years, New York City.

Four years, Washington.

Life, Washington.

Ques. 5:—Name four city departments which would be called upon in the following cases, briefly describing the duties of each: A fire breaks out in a building and burns it completely to the ground, leaving only the walls standing. During the fire several persons were burned to death.

ANS.:—The Fire Department to extinguish the fire and save life and property.

The Police Department to preserve order, see that the members of the Fire Department have room to work and assist in the saving of life and property.

The Building Department to shore up or throw down the walls so as to make them safe.

The Department of Health to provide wagons for the removal of the dead.

Ques. 6:—Who investigates the case of a murderer between the time of his arrest and the time he is sentenced?

ANS.:—The District Attorney, with the assistance of the police.

GOVERNMENT.

PATROLMAN.

Date, June 28, 1905.

Ques. 1:—Which department of the city government is responsible for the following: (a) Removal of dead animals from the street; (b) inspection of steam boilers; (c)

storage of explosives; (d) removal of unharnessed cart left in the street?

ANS.:—

- (a) Health Department.
- (b) Police Department.
- (c) Fire Department (Bureau of Municipal Explosives).
- (d) Bureau of Incumbrances.

Ques. 2:—(a) What is meant by the term "County Officer" as distinguished from "City Officer"? (b) Name three county officers and describe briefly the duties of each.

ANS.:—

(a) A city officer has authority in all parts of the city, while a county officer has authority only in such parts of the city as is included within the boundaries of his county.

(b) District Attorney, whose duty it is to prosecute all persons arrested for crime committed within his county and to investigate complaints received and present the evidence in criminal cases to the Grand Jury and the various criminal courts for their action.

The Coroner, whose duty it is to hold inquests in all cases where death occurs under suspicious circumstances or where a person dies without medical attendance; in cases of death under suspicious circumstances he may issue a warrant for the arrest of the person whom his jury holds responsible for such death; in cases of fatal injuries he must take ante-mortem statements and such other action as may lead to the arrest of the person or persons responsible therefor.

The Sheriff, whose duty it is to enforce the laws and preserve the peace in his county; when a prisoner is sentenced to a state prison or other penal institution, except in a county jail, it is the duty of the sheriff to deliver a copy of the judgment of the court with the body of the defendant to the keeper of the prison in which the defendant is to be imprisoned.

Ques. 3:—Does the city or do private parties own the gas works in this city? Which owns the water works? What is meant by granting a franchise to a company? What is meant by the city's issued bonds?

ANS.:—Private corporations.

The city owns the water works.

Granting a franchise to a company is the giving to them of certain rights and privileges to use certain streets, avenues, waters, parkways or highways for a stated purpose.

The city's issued bonds is corporate stock issued by the city to pay for public improvements, payment for which is subsequently to be collected from property owners benefited by such improvements, for the redemption and payment of which the faith and credit of the City of New York is pledged.

Ques. 4:—What official of New York City appoints (a) Fire Commissioner; (b) County Detective; (c) Superintendent of Buildings; (d) Receiver of Taxes; (e) Patrolman?

ANS.:—

- (a) The Mayor.
- (b) The District Attorney.
- (c) The President of the Borough.
- (d) The Comptroller.

(e) The Police Commissioner.

Ques. 5:—Name three bureaus under the jurisdiction of a Borough President and briefly describe the work done by each bureau.

ANS.:—The Department of Buildings, whose duty is to enforce the rules, regulations and laws relative to the construction, alteration and removal of buildings erected or to be erected.

The Department of Sewers, who supervise the construction, alteration and repair of sewers and waterways.

The Department of Highways, who supervise the construction and repairs of all roads in all streets, avenues and highways.

GOVERNMENT.

PATROLMAN.

Date, June 1, 1905.

Ques. 1:—Name the two purposes for which courts exist, and mention two courts in this city, one belonging to each class.

ANS.:—Courts exist for two purposes: first, for the adjudication of criminal cases; and second, for the adjudication of civil cases. Criminal cases: The City Magistrates' Court, and Civil cases, the Municipal courts.

Ques. 2:—What two officials would have the opportunity to veto a bill passed by the Legislature abolishing the New York City Board of Aldermen? To which of these officials would the measure first have been presented for his action? If he vetoed it, how could his veto have been overcome? How could the veto of the other official have been overcome?

ANS.:—The Governor and the Mayor. The Mayor would receive the bill first for his action. If he vetoed it, it would have to be sent back to the Legislature and passed by a two-thirds vote and be signed by the Governor. If such bill was vetoed by the Governor, the bill must be returned to the Legislature and it would take a two-thirds vote of the Legislature to pass it over the Governor's veto.

Ques. 3:—State, in your own language, what you understand to be the meaning of the following: (a) Levying a tax; (b) granting a franchise; (c) making an appropriation; (d) revising a statute; (e) issuing bonds for a loan.

ANS.:—

(a) Levying a tax is the assessment of a sum of money to meet the expenses of conducting the government of a county or state.

(b) Granting a franchise is the giving to a person or corporation certain rights to

use certain streets, avenues, waters, parkways or highways for a stated purpose.

(c) Making an appropriation is the granting by the Board of Estimate and Apportionment of a certain sum of money to meet the just debts and obligations of the city and for which the city is liable.

(d) Revising a statute is the amending of a law of this state, which must be done by the Legislature of this state with the approval of the Governor.

(e) Issuing bonds for a loan. Bonds are issued by the Comptroller when authorized by the Board of Estimate and Apportionment to provide money to pay the necessary expenses incurred in making legal city improvements, the expense of which is to be collected by assessment from owners of property who benefit by said work.

Ques. 4:—What are the qualifications necessary to enable you to vote in the City of New York?

ANS.:—A person to vote in the City of New York must be a citizen of the United States, 21 years of age or over; a resident of the State of New York for one year or more; a resident of the county for four months or more, and a resident of the election district for thirty days or more prior to the day of election.

Ques. 5:—Name the branch bureau or department of the city government which has control of each of the following: (a) Public Markets; (b) Recreation Piers; (c) Street Lamps; (d) Fire escapes on dwelling houses; (e) Truant children.

ANS.:—

- (a) Finance Department.
- (b) Dock Department.
- (c) Department of Water Supply, Gas and Electricity.
- (d) Building Department.
- (e) Department of Education.

SPECIAL PAPER.

PATROLMAN-ON-AQUEDUCT.

Date, June 13, 1911.

Ques. 1:—Give a brief account of how you would act as a Patrolman-on-Aqueduct if you arrested a man on suspicion of having committed a burglary.

ANS.:—I would arrest him and take away any concealed weapons that might be found on him. I would then take him to the station house, keeping close watch on the way to see that he did not throw away anything. At the station house I would prefer a charge of burglary against him and there search him for any evidence that might be found on his person. I would communicate with the person robbed, ascertaining all necessary facts and the names of witnesses, if possible. I would endeavor to ascertain where the alleged burglar was at the time the burglary was committed and obtain all possible evidence on which to convict him.

Ques. 2:—Specify the punishment prescribed by law for persons who are found guilty of (a) highway robbery; (b) selling liquor without a license; (c) chicken stealing; (d) kidnapping; (e) blackmail.

ANS.:—(a) If the person found guilty of highway robbery was armed with a dangerous weapon or aided by an accomplice, or if he assaulted the person robbed, he would be guilty of robbery in the first degree, which is punishable by 20 years in state prison. If the offender used violence or put the person robbed in immediate danger of bodily injury, the penalty is 15 years' imprisonment in State prison.

(b) The penalty for selling liquor without a license is a fine from \$200 to \$1,000 and a year's imprisonment.

(c) Chicken stealing is petty larceny, which is a misdemeanor and punishable by \$500 fine or one year's imprisonment.

(d) The penalty for kidnapping is not less than 5 years nor more than 50 years in a State prison.

(e) Blackmail is punishable by five years' imprisonment.

Ques. 3:—(a) State in a general way, when it becomes necessary for a policeman to obtain a warrant before making an arrest. (b) Give two cases where an officer would be justified in making an arrest without a warrant.

ANS.:—A policeman must obtain a warrant in cases of misdemeanors or attempted misdemeanors not committed in his presence. He would be justified in making an arrest without a warrant: (a) For any crime committed or attempted in his presence; (b) if the crime is a felony, whether committed in his presence or not, and even if the officer has only a reasonable belief that the person committed the felony.

Ques. 4:—Explain the manner in which your horse should be treated (a) before going out on regular duty and after returning from same; (b) if you have ridden him on a long and rapid chase after an escaped prisoner; (c) if you were obliged to leave him for a brief period on a stormy winter's night; (d) if the horse needed watering when heated, as the result of severe exercise.

ANS.:—(By a high authority in the New York Police Department):—(a) Before going out on patrol duty I would thoroughly groom the horse with a brush, taking care to clean every part of his body. I would then see that the saddle was properly adjusted so that it fitted exactly in the back of the horse. I would examine his hoofs and feet, noting their condition. After returning from patrol duty, I would rub down the feet of the horse, removing all dust, dirt, etc., that may have accumulated during the tour of patrol. I would then examine his feet and hoofs to see whether any nails, pebbles, etc., were stuck in his hoofs. If there were any such I would immediately remove them. I would then look to see if the shoes were in good condition. I would then remove the bridle and saddle,

and the horse would be ready for his night's rest. I would water him before and after patrol, provided that the animal was not sweated.

(b) After a long and rapid chase I would dismount and lead the horse, walking him around and taking care that he was not subjected to any drafts. I would walk him around in this manner until he was sufficiently cooled off to stand any wind or draft.

(c) If I were obliged to leave him for a brief period on a winter's night or if a blanket were not handy, I would do the next best thing, that is, place him where shelter from the wind would be afforded.

(d) I would not water my horse when he was heated, as the horse, like a human being, would be liable to become sick. I would walk him around until he cooled off sufficiently so that he could drink water in moderate quantities. I would not give him too much at once, but little water at intervals. If he was distressed I would sponge his mouth besides walking him.

Ques. 5:—You have reason to believe that certain laborers in the employment of the Board of Water Supply endeavor to make money by selling to farmers and other citizens spades, shovels, etc., the property of the City of New York. State what you would do in a case like this.

ANS.:—If I were sure that the articles in question were the property of the City of New York, I would arrest both the buyer and seller. I would bring the articles as evidence. I would endeavor to procure witnesses who have seen the transactions or who were in any way cognizant of them. I would then make out a report, stating the facts in full.

Ques. 6:—Describe the duties of an Aqueduct Patrolman in regard to (a) the people in the locality in which he is on duty; (b) springs and running water; (c) public property; (d) private property.

ANS.:—(a) It is the duty of an Aqueduct Patrolman to guard the life and property of the locality in which he is on duty and to take all precautions that no thefts occur. (b) It is the duty of an Aqueduct Patrolman to see that springs and running water are not contaminated in any way; that no privies, etc., are located near the springs; that laborers do not wash their clothes in the water, etc. (c) It is his duty to guard public property, to see that it is not injured or damaged in any way. (d) He must also guard private property, seeing that all doors, etc., of houses are closed, and take

proper precaution against theft, etc.

Ques. 7:—When on duty as an Aqueduct Patrolman you come upon a group composed of laborers and local citizens who are engaged in quarreling. Some of the men have knives in their hands, and there is evidently great danger of a stabbing affray. Describe what course of action you would take under such circumstances.

ANS.:—I would immediately disperse the

crowd, ordering each man to go in a different direction. I would then keep a close watch as to where they went and would prevent them from meeting again. If the crowd gathered again and another attempt was made to start a fight, I would then arrest all the persons concerned. In the meanwhile I would notify the Sheriff of the County that there was danger of trouble between citizens and employes of the Aqueduct.

Ques. 8:—You arrest two laborers at night as they are coming out of a dwelling house with bundles, the residents being temporarily absent. Both of the men attempt to escape, and one of them succeeds in getting away. Write to your commanding officer a report covering about one page and briefly describing the facts in the case.

ANSWER:—

June 13, 1911.

Commanding Officer.

Sir: I have the honor to respectfully submit the following report concerning robbery which occurred at the residence of James Kenney, 25 Clinton road, at 2 o'clock this morning.

While patrolling my district I passed the residence of James Kenney, and noticed that the planks in the window had been removed and that the front door was partly opened. I had learned from neighbors several weeks ago that Mr. Kenney was out of town and would not return until September. I immediately dismounted and proceeded to investigate. As I was about to enter the door two men, evidently laborers employed on the Aqueduct, were coming out with bundles in their hands. I immediately made effort to arrest them, but in the struggle one succeeded in escaping. The prisoner I captured is Giovanni Carantelli, aged 45, and employed as a laborer in the Southern Division of the Aqueduct. Carantelli refused to disclose the name and whereabouts of his accomplice. I have taken into custody the bundle which he carried in his hand.

Respectfully submitted,

Aqueduct Patrolman No. 465.

SPECIAL PAPER.

PATROLMAN-ON-AQUEDUCT.

Date, March 28, 1909.

Ques. 1:—Suppose you were detailed to investigate and put an end to a series of small robberies perpetuated on farmers in the Aqueduct region. State just what you would do, and give your reasons for your actions.

ANS.:—Small robberies committed on farmers are usually done by tramps. In the Aqueduct region they might likely also be committed by laborers on the Aque-

duct. I would first question the farmers as to the nature of the articles stolen, ask them whether they had any clue to the identity of the robbers, and ascertain at what hours of the day or night the robberies had been committed. If the robberies occurred nightly at a given farm, I would watch that farm all night.

In the absence of any definite clue I would first go to the nearest camp of Aqueduct laborers and question the foreman in charge and the watchman regarding the habits of the men at night, and endeavor to ascertain whether certain men were in the habit of leaving the camp at night, and possibly returning early in the morning. If I could learn of such men I would endeavor to obtain evidence by glancing into their tents or lodgings, if I could do so without necessitating the forcing of an entrance. If I could not obtain the evidence in this way, and had sufficient ground for believing that the evidence were obtainable if I could search the premises I would apply to the nearest magistrate for a search warrant.

If this failed, I would watch the camp at night, to see for myself whether I could see any laborers leaving the camp; and, if so, I would follow them. If I caught them engaged in a robbery, I would arrest them and take them before the nearest magistrate if during the hours of court; if not, I would take them to the police station.

In case I could not connect the Aqueduct laborers with the robberies I would turn my attention to tramps. I would arrest all tramps in the neighborhood, bring them to the police station, and thoroughly question them relative to their movements during the time of the alleged robberies. If I found that they had been in the neighborhood of a place where a robbery had been committed I would arrest them on suspicion, arraign them before the nearest magistrate, explaining the case and requesting that they be detained until I could investigate their statements and get evidence, if possible, of their positive or presumed guilt. In any case, they could be held on the charge of being tramps.

Ques. 2:—Name two misdemeanors and two felonies.

ANS.:—Misdemeanors: 1, malicious mischief; 2, petit larceny. Felonies: 1, arson; 2, attempted burglary.

Ques. 3:—You enter a laborer's hut on Sunday and find the occupant or owner selling liquor to a number of Italians. State precisely how you would act under such circumstances.

ANS.:—Section 8 of the Liquor Tax Law in substance provides that no person shall be permitted to sell liquor in this State without first having obtained a Liquor Tax Certificate, and, except in the case of hotels under certain restrictions, shall not be permitted to sell liquor on Sunday. If upon investigation it was discovered that the owner or occupant of the hut had a Liquor Tax Certificate, I would make affidavit set-

ting forth the facts of the violation, to be forwarded through official channels in the State Excise Commissioner for action. If I found that he had no license to sell liquor, I should immediately arrest him and charge him with violation of that part of the Excise Law which provides that liquor sold without authority is contraband and shall be seized upon an order of a court of record.

Ques. 4:—Supposing that you had been sent to get the facts regarding a stabbing affray in a camp of laborers on the Aqueduct. Draw up a report covering about a page, giving the result of your investigation. (Assume such additional facts as you please and do not sign this report.)

ANS.:—(Note: A report of this kind should be not less than 125 words, and there is no objection to its being several hundred words long. All the facts should be concisely stated and no details of hour, place, names, etc., omitted. Repetitions should be avoided. See chapters on Letter Writing and Penmanship in the Chronicle's book, "How to Become a Letter Carrier or Postal Clerk.")

"I arrived at camp No. 10 at 11 P. M., March 15, and found that Antonio Succi, age 38, had been stabbed by Giovanni Marcini, age 32, about a half hour previous. Both men had been drinking. Succi has received three stab wounds, inflicted with a stiletto. Two were slight, but one in the throat was serious. Marcini had received a long gash in the right leg, inflicted with a pocket knife. His wound was not serious. After the fray he had fled by the north road. I found him about two miles away, with the stiletto still in his possession. I brought him before Succi, who refused to identify him, but Paola Lupo and Pasquale Martucci, both laborers at the camp, said they witnessed the affair, and that he did the stabbing of Succi. Succi's knife could not be found. I placed Succi, who was in the care of Dr. Robertson, the camp physician, under arrest, but did not attempt to remove him, as the physician said his condition was serious. I also detained Lupo and Martucci as witnesses. Justice of Peace Anderson at New Paltz held Marcini without bail to await the result of Succi's injuries. He paroled the two witnesses in the custody of Edward Johnson, a foreman in the camp."

Ques. 5:—If as a result of this examination you are appointed a police officer on the Aqueduct, name three ways in which your connection with the department might be severed.

ANS.:—(1) The Board of Water Supply has the power to remove me on charges. (2) The Sheriff of any of the counties through which the Aqueduct passes has the power to revoke my certificate of appointment for any act of mine performed in his county disapproved by him. (3) If I absented myself from duty for five days without leave it would, under the rules, count against me as a resignation.

Ques. 6:—Name three conditions which, in your opinion, justify a policeman of the Board of Water Supply in discharging his pistol.

ANS.:—(1) In self-defense against a murderous assault. (2) To retake an escaping prisoner. (3) To shoot a mad dog.

Ques. 7:—What are the advantages of motors over horses for Aqueduct Patrolmen? What are the disadvantages of each?

ANS.:—One advantage of a motor is that, on good roads, it is more speedy than a horse. Another is that it is more reliable. Although a motor is subject to accidents, these can usually be provided against by carrying the proper supplies and tools. A horse can die or become sick suddenly, and is more liable to become permanently helpless than a motor. The disadvantages of a motor are that in an unsettled part of the country it is difficult to obtain a supply of electricity or gasoline for recharging; in winter a motor machine is liable to get stuck in the snow; it is more expensive to maintain than a horse.

The advantages in favor of a horse are: It can travel over unbeaten parts; it does not require mechanical training to care for it, and if it is properly fed and taken care of it is subject to less minor accidents than a motor; it is less expensive to maintain and easier to house; it is less conspicuous for police duty; it can go without feed longer than a motor can go without fuel; by its intelligence it can assist in stopping runaways, etc.; horses have frequently saved human lives.

Ques. 8:—(a) Would you arrest a man whom you met on the highway carrying a rifle on his shoulder? (b) Would you arrest a man who carried a revolver concealed in his right hip pocket? Give your reason in full.

ANS.:—(a) If he were peaceable he should not be arrested, as the Constitution of the United States provides that all citizens may bear arms and side arms. (b) Yes, unless he had a permit, on the ground that he was violating the Penal Law, which provides that no person shall carry concealed weapons without first having obtained a permit issued either by a Magistrate or a Police Commissioner.

SPECIAL PAPER.

PATROLMAN-ON-AQUEDUCT.

March 30, 1908.

Ques. 1:—A property owner points out two employees of the Board of Water Supply and accuses them of having torn down a section of his fence and used it for firewood. What should be done in the matter?

ANS.:—If the owner of the property desires their arrest, the employees should be arrested on the charge of malicious mischief. If the owner requests compensation for damages, the Board of Water Supply

should be notified "through official channels." A report should be made in any case.

Ques. 2:—Which of the following crimes are misdemeanors and which are felonies?

- (a) Setting fire to a dwelling house.
- (b) Trespassing on an apple orchard.
- (c) Being intoxicated and resisting arrest.
- (d) Stealing a team of horses.

ANS.:—

- (a) Felony.
- (b) Misdemeanor.
- (c) Misdemeanor.
- (d) Felony.

Ques. 3:—What would you do if you suspected that gambling was carried on in a building on your post frequented by foreign laborers and used for the sale of intoxicating liquor?

ANS.:—After having obtained presumptive evidence of excise violation, I would notify the Commissioner of Excise. In the meantime I would endeavor to obtain evidence. If successful I would raid the place, charging violation of the Gambling section of the Penal Law. If, while making the raid, I discovered evidence of excise violation, I would prefer an additional charge of violation of the excise law.

Ques. 4:—Say you witnessed a fight over a money matter between Jackson and Harris, both employees of the Department, in which Harris is stabbed twice. Write a report of about a page to your superior officer giving all the necessary details, including your own part in the matter. **DO NOT SIGN YOUR NAME.**

ANS.:—

Inspector Douglas I. McKay,
Kingston, N. Y.

Sir:

On Monday, March 15, 1908, at 10 A. M., while patrolling my post at Camp 10, I saw a fight in the camp. I found that two clerks of the Department of Water Supply, Edward Jackson, white, age 23, U. S. Clerk, of 100 Warburton Avenue, Yonkers, and Charles Harris, white, age 26, U. S. Clerk, of 11 Delancey Street, New York, were fighting over the ownership of an open-face, nickel-plated watch. Before I arrived and stopped the fight Harris had received two stab wounds. One was a deep cut in the wrist of the left arm and the other was a long gash in the right breast. Harris had, according to witnesses, knocked Jackson down and was striking him when Jackson drew a pocket knife and inflicted the two wounds. I did not see the stabbing, but took the names of two witnesses, both laborers in the camp: Olaf Anderson, 26 Warburton Avenue, Yonkers, and Antonio Garabaldi, Catskill, N. Y. At the station house the watch, valued at about \$15, was found in Harris' possession. Jackson had handed me his knife when arrested. Jackson's wounds were attended to by Dr. Fulton, the camp physician, who diagnosed the case as laceration of the right breast and left arm. Jackson preferred a charge

of petty larceny against Harris. Harris charged assault against Jackson.

Ques. 5:—The law states that Sheriff of a county wherein a certificate of appointment as a member of the Board of Water Supply Police is filed may cancel such certificate for cause. Name three offenses which in your opinion would justify the Sheriff in cancelling the certificate of such a Policeman.

ANS.:—(1) Refusing to obey an order of the Sheriff or disregarding his authority.

(2) Interfering with county affairs having no relation to my duties as a Patrolman-on-Aqueduct, as, for example, leaving my post on Board of Water Supply property and arresting a farmer twenty miles distant on a charge of "moonshining."

(3) Disturbing the peace of the community while off duty or exercising my rights as a peace officer in a high-handed, offensive manner.

Ques. 6:—You discover a man stealing a valuable surveyor's instrument. You are unable to catch him, so you order him to stop. If he refuses, have you, as an officer, any right to shoot at him and so possibly kill him?

ANS.:—Yes. A peace officer has the right to arrest a person for a crime committed in his presence. He has a right to use all necessary force to effect the arrest, and if necessary to shoot to prevent his escape, he has the right to shoot. The officer, however, first fires into the air and if this does not have the desired result he should aim at the legs, since the object of the shooting is merely to prevent escape and not to kill.

A Lieutenant of the New York Police Force has suggested the following additional answer:

ANS.:—The Penal Law provides that after a person has been taken into custody charged with the commission of a felony and escapes from the officer's custody and refuses to halt when called upon to do so by the officer, may be shot at for the purpose of staying his progress. If the officer accidentally kills him he is technically guilty of homicide, but cannot be punished for the act. **THIS RULE DOES NOT APPLY IN CASES OF MISDEMEANOR.**

NOTE:—The question is not stated as clearly as it should be. It cannot be properly answered without knowing how valuable the instrument was and the manner in which it was stolen. Presumably, however, the use of the expression, "a valuable instrument," implies a value constituting a felony.

It was a felony if: (a) its value was \$25 or over; (b) if stolen from the person of another, regardless of its value. Otherwise, it was petit larceny, which is a misdemeanor. It should also be noted that when the officer orders a person in the act of

commission of a crime to halt, it is technically an arrest, and the offender from that moment is an escaping prisoner.—THE EDITOR.

Ques. 7:—Under what circumstances would a mounted Aqueduct Patrolman be at a disadvantage as compared to an unmounted man? Give reasons.

ANS.:—A mounted Aqueduct Patrolman would be at a disadvantage under the following circumstances: (1) He could not so easily pursue an offender in brush or a wooded district. (2) If his horse were ill he might, in giving it attention, be delayed sufficiently to permit a prisoner to escape. (3) While riding his horse it might slip or throw him and incapacitate the Patrolman for duty. (4) A mounted man on patrol duty is more conspicuous than an unmounted man, and an offender could see him at a greater distance and hide; also, the sound of the horse's hoofs would give an offender notice of approach. (5) In case of necessity to shoot, he could not shoot as accurately as an unmounted man. (6) The mounted man has a more limited field of usefulness, because he has to keep mainly to the road; he might not see a crime committed away from the road. (7) In case of a violent storm he would have to look for suitable shelter for his horse, but an unmounted man could shift for himself. (8) While on a gallop chasing an offender his revolver and club might jolt out and he would find himself defenseless. (9) He might run over a child with his horse. (10) His horse might shy at an automobile and run away, causing injury to person and property.

Ques. 8:—While patrolling your post about 1 o'clock in the morning you meet two foreigners driving a team of horses in the vicinity of a supply station and off the main road. Under these circumstances, what action would you take, if any? Give reasons for your answer.

ANS.:—I would stop them and ask them to give a satisfactory account of themselves. I would look into the wagon to see if it contained anything that might have been stolen from the supply station or elsewhere. If the wagon were empty and there was nothing suspicious about the actions of the men and they gave a reasonable explanation of how they happened to be there I would not detain them; but I would watch to see if they loitered. If the wagon contained suspicious looking articles I would arrest them on a technical charge of being tramps, so that there would be an excuse for holding them, and take them to the nearest police station. If the wagon contained nothing, but the men acted in a suspicious manner, I would also arrest them on a technical charge, so that their ownership of the team and character could be investigated.

ARITHMETIC.

Municipal Civil Service Com'n., N. Y.
PATROLMAN.

Date: June 23, 1913.

Weight 2.

(Give all the figuring on the ruled sheets.)

Ques. 1:—Add the following numbers:

13841	
72999	47
15213	
22796	55
14625	
63537	60
15008	
54784	41
13984	
24270	31

ANS.:— 311,057 (Ans.)

(NOTE: The figures to the right the column totals, given for convenience of verification.)

Ques. 2:—Receipts from customs in a certain year were \$149,819,594. The next year they were \$206,141,225. Find the amount of increase.

ANS.:— \$206,141,225
149,819,594

Increase: \$56,321,631 (Ans.)

Ques. 3:—A square mile contains 102,400 square rods. How many square rods in 187 square miles?

ANS.:— 102,400
187

716,800
819,200
102,400

19,148,800 (Ans.)

Ques. 4:—Divide 4,258,412 by 109.

ANS.:—

109)4,258,412(39,068 miles
327 (Ans.)

988
981

741
654

872
872

PATROLMAN.

Date: April 1, 1914.

1. A man on your post tells you that he worked 19 days and had been promised

\$1.79 a day for his work. He has been paid \$37.98. He has been paid too much or too little and how much?

2. The total revenue of the Water Department for the year 1911 was \$12,154,484, while the amount received in the year 1912 was \$12,463,871. By how much did the revenue for 1911 exceed that of 1912?

3. If there are 9,682 men on the police force and there are 16 inspectors, 299 captains, 415 lieutenants and 596 sergeants, how many patrolmen are there on the force?

4. If the water supply of a city averages 3,456,789 gallons a day, how many gallons would be consumed by the city in 207 days?

PATROLMAN.

Date: October 24, 1912.

Weight 2.

(Give all the figuring on the ruled sheets.)

1. The population of a certain city on July 1, 1910, was 126,748. During the 12 months following there were 2,756 births, 1,942 deaths, 4,563 persons moved in and 2,916 moved away. What was then the population?

2. How much will it cost to educate 8,647 children, if it costs \$6.09 to educate one child?

3. The police of five precincts made 98,615 arrests last year. What was the average number of arrests made by the police of each precinct?

PATROLMAN.

Date: August 1, 1911.

Ques. 1:—Add 959,654, 215,718, 3,356,457, 882,569, 857, 99,058, 225,014, 5,909, 7,507, 6,582,754.

ANS.:—

959,654
215,718
3,356,457
882,569
857
99,058
225,014
5,909
7,507
6,582,754

12,335,497 (Ans.)

Ques. 2:—Find the difference between 20,564,895 and 95,207,643.

ANS.:—

95,207,643
20,564,895

74,642,748 (Ans.)

Ques. 3:—Multiply 860,542 by 784.

ANS.:—

$$\begin{array}{r} 860,542 \\ 784 \\ \hline 3442168 \\ 6884336 \\ 6023794 \\ \hline 674,664,928 \end{array} \text{ (Ans.)}$$

Ques. 4:—How many times is 995 contained in 255.685?

ANS.:—

$$\begin{array}{r} 995 \overline{) 255.685} \\ \underline{1990} \\ 5668 \\ \underline{4975} \\ 6935 \\ \underline{5970} \\ 9650 \\ \underline{8955} \\ 6950 \\ \underline{5970} \\ 9800 \\ \underline{8955} \\ 845 \end{array} = 256.97 \text{ (Ans.)}$$

PATROLMAN.

Date: January 24, 1908.

(NOTE:—In the following problems where the division ends in a friction it could as well be expressed by decimals.)

Ques. 1:—If a soldier's rations are 48 oz. per day, how many ounces would an army of 21,250 men require for 64 days?

ANS.:—If a soldier's rations are 48 oz. per day, 21,250 soldiers would require 1,020,000 oz. for one day, and 65,280,000 oz. for 64 days.

Process:—

$$\begin{array}{r} 21250 \\ 48 \\ \hline 170000 \\ 85000 \\ \hline 1020000 \text{ oz.} \\ \text{for 1 day} \end{array} \quad \begin{array}{r} 1020000 \\ 64 \\ \hline 4080000 \\ 6120000 \\ \hline 65280000 \text{ oz.} \\ \text{for 64 days} \end{array} \text{ (Ans.)}$$

Ques. 2:—Eighty-nine laborers earned \$48,000 in 12 months. What was the average monthly wage of each?

ANS.:—If 89 laborers earn \$48,000 in 12 months, they earn \$4,000 in one month, and one laborer would earn \$44.94 34-89.

Process:—

$$\begin{array}{r} 12 \overline{) \$48,000} \\ \hline \$4,000 \end{array}$$

89) \$4000.00 (\$44.94 34-89, the amount each soldier earned per month. (Ans.)

$$\begin{array}{r} 356 \\ 440 \\ 356 \\ \hline 840 \\ 801 \\ \hline 390 \\ 356 \\ \hline 34 \\ \hline 89 \end{array}$$

Ques. 3:—By the census of 1890 the population of New York State was 5,981,934; of Pennsylvania, 5,248,574; of Illinois, 3,818,536; of Ohio, 3,666,719; of Missouri, 2,677,080; of Massachusetts, 2,233,407; of Texas, 2,232,220; of Indiana, 2,189,030; of Michigan, 2,089,792; of Iowa, 1,906,729. Find the total population of the ten States.

ANS.:—

New York	5,981,934
Pennsylvania	5,248,574
Illinois	3,818,536
Ohio	3,666,719
Missouri	2,677,080
Massachusetts	2,233,407
Texas	2,232,220
Indiana	2,189,030
Michigan	2,089,792
Iowa	1,906,729

Total population...32,044,021 Ans.

Ques. 4:—The area of the globe is 196,096,060 sq. miles, of which 143,621,181 sq. miles is water. How much land is there?

ANS.:—

Area of globe.....196,096,060 sq. miles
Water143,621,181 sq. miles

Land 52,474,879 sq. miles
(Ans.)

PATROLMAN.

Date: January 23, 1908.

Ques. 1:—The cotton crop of the United States for the ten years beginning with 1880 and ending with 1889 was as follows: 5,757,397 bales, 6,589,329 bales, 5,435,845 bales, 6,992,234 bales, 5,714,052 bales, 5,669,021 bales, 6,550,215 bales, 6,513,624 bales, 7,017,707 bales, and 695,082 bales. What was the entire product?

ANS.:—

$$\begin{array}{r} 5,757,397 \\ 6,589,329 \\ 5,435,845 \\ 6,992,234 \\ 5,714,052 \\ 5,669,021 \\ 6,550,215 \\ 6,513,624 \\ 7,017,707 \\ 695,082 \\ \hline 56,934,506 \end{array}$$

56,934,506 bales. (Ans.)

Ques. 2:—The Cincinnati post office mailed 241,753 letters on Saturday, which was 35,665 more than were mailed on Friday. How many were mailed on Friday?

ANS.:—

Saturday's mail 241,753 letters
less 35,665

Friday's mail 206,088 letters (Ans.)

Ques. 3:—What is the value of 769 bales of cotton, each weighing 496 pounds, at 27 cents a pound?

ANS.:—769 bales of cotton, each weighing 496 pounds, equals 381,424 pounds; at 27 cents per pound, is \$102,984.48.

Process:—

769 bales	381424 lbs.
496 lbs. per bale	.27 cents per lb.
4614	2669968
6921	762848
3076	
	\$102,984.48 Value.
	Ans.

Ques. 4:—A planter sold 729 hhds., each containing 63 gal. of molasses, for 2371912 cents. What was its value per gallon?

ANS.:—729 hhds., each containing 63 gals., equals 45,927 gals. If 45,927 gals. cost 2,371,912 cents, one gallon costs 51 cents.

Process:—

729 hhds.	45927	2371912	(51	29635-45927
63 gals. to a hhd.	229,635			Ans.
2187	75562			
4374	45927			
45927	29635			
	45927			

PATROLMAN.

Date, January 22, 1908.

Ques. 1:—The population of the largest ten cities of the United States in 1880 was: New York, 1,513,501; Chicago, 1,098,576; Philadelphia, 1,044,894; Brooklyn, 804,377; St. Louis, 460,357; Boston, 448,477; Baltimore, 434,451; San Francisco, 297,990; Cincinnati 296,309; New Orleans, 241,995. What was the total?

ANS.:—

	Population.
New York	1,513,501
Chicago	1,098,576
Philadelphia	1,044,894
Brooklyn	804,377
St. Louis	460,357
Boston	448,477
Baltimore	434,451
San Francisco	297,990
Cincinnati	296,309
New Orleans	241,995

Ans. Total population..... 6,640,927

Ques. 2:—307,184 ties were used in building one railroad and 256,625 in constructing

another. How many more did the first require than the other?

ANS.:—

The first railroad required.....307,184 ties.
The second railroad required..256,625 ties.

First railroad required 50,559 ties

more than the second. Ans.

Ques. 3:—A wholesale house imported 324 yards, which was sold at 375 cents per yard. Find the selling price.

ANS.:—If lace sells at 375 cents a yard, 324 yards would sell for \$1,215.

Process:—

324
375
1620
2268
972
\$1215.00 Ans.

Ques. 4:—Proctor & Gamble loaded 37 cars with 1,065,000 pounds of soap, allowing 64 pounds to the box. How many boxes did each car hold?

ANS.:—There being 64 pounds to the box, 1,065,600 pounds of soap would be equal to 16,650 boxes. As 37 cars carried 16,650 boxes, each car carried 450 boxes.

Process:—

64)1065600(16650 boxes
64xxxx
425
384
416
384
320
320
37)16650(450 boxes. Ans.
148xx
185
185

PATROLMAN.

Date, September 12, 1906.

Ques. 1:—The population of each of the six northern counties of England is as follows: Cumberland, 250,647; Durham, 867,258; Lancashire, 3,454,441; Northumberland, 434,086; Westmoreland, 64,191; Yorkshire, 2,886,564. What is the total population?

ANS.:—

Cumberland	250,647
Durham	867,258
Lancashire	3,454,441
Northumberland	434,086
Westmoreland	64,191
Yorkshire	2,886,564

Total population...Ans. 7,957,187

Ques. 2:—In an orchard there are 1,572 fruit trees; of these 352 are apple trees, 275 are pear trees, and 187 are plum trees. How many other trees are there?

ANS.:—
Total fruit trees..... 1,572
Apple 352
Pear 275
Plum 187

Total 814

Balance (other trees).....Ans. 758

Ques. 3:—There are 86,400 seconds in a day. How many are there in 365 days?

ANS.:—If there are 86,400 seconds in one day, there are 31,536,000 in 365 days.
Process:—
86400
365
432000
518400
259200
31536000 (Ans.)

Ques. 4:—The trees in an orchard are arranged in 153 rows, with the same number of trees in each row and there are 16,371 trees altogether. How many trees are there in each row?

ANS.:—As there are 16,371 trees divided into 153 rows there would be 107 trees in each row.
Process:—
153)16731(107 trees. (Ans.)
153xx
1071
1071

PATROLMAN.

Date: June 28, 1905.

Ques. 1:—The area of the largest ten divisions of the United States is as follows: Texas, 262,290 square miles; California, 155,980; Dakota, 147,700; Montana, 145,310; New Mexico, 122,460; Arizona, 112,920; Nevada, 109,740; Colorado, 103,645; Wyoming, 97,575; Oregon, 94,560. What is their total area?

ANS.:
Texas 262,290
California 155,980
Dakota 147,700
Montana 145,310
New Mexico 122,460
Arizona 112,920
Nevada 109,740
Colorado 103,645
Wyoming 97,575
Oregon 94,560

Total Area.....1,350,180 Ans.

Ques. 2:—A tract of land was divided into 196 squares of 12 lots each. If they were sold for \$1,117,200, what was the value of each lot?

ANS.:—196 squares of 12 lots each equals 2,352 lots. If 2,352 lots cost \$1,117,200, each lot was worth \$475.

Process:
196 2352)1117200(\$475 (Ans.)
12 9408xx
2352 17640
16464
11760
11760

Ques. 3:—Forty-five cars were each loaded with 625 boxes of starch, weighing 42 pounds to the box. What was the total weight?

ANS.:—If there were 625 boxes to each car, 45 cars would hold 28,125 boxes. If each box weighed 42 pounds, 28,125 boxes would weigh 1,181,250 pounds.
Process:—
625 28125
45 42
3125 56250
2500 112500
28125 1181250 (Ans.)

Ques. 4:—S. is worth \$13,274; J. \$956 less than S.; B. \$1,038 more than J., and R. \$594 less than B. How much have all?

ANS.:—
S. is worth.....\$13,274
J. is worth \$13,274 less \$956
956..... 12,318
B. is worth \$12,318 plus \$1,038
1,038..... 13,356
R. is worth \$13,356 less \$594
594..... 12,762
All together have.....\$51,710 (Ans.)

PATROLMAN.

Date: June 1, 1905.

Ques. 1:—A merchant built a block of stores on a lot worth \$10,250. He paid \$782 for excavating, \$3,650 for the foundation, \$9,927 for lumber, \$13,685 for brickwork, \$11,800 for freestone, \$4,269 for slating, \$6,231 for plastering, \$2,568 for painting, \$4,346 for heating apparatus, \$3,964 for elevators, \$7,653 for labor, and \$10,875 for other expenses. If he sold the property at a gain of \$10,000, what did he receive for it?

ANS.:—
Lot worth\$10,250
Excavating 782
Foundation 3,650
Lumber 9,927
Brickwork 13,685
Freestone 11,800
Slating 4,269
Plastering 6,231
Painting 2,568
Heating Apparatus.... 4,346
Elevators 3,964
Labor 7,653
Other expenses..... 10,875
Gain 10,000
Received for propetry \$100,000 (Ans.)

Ques. 2:—A tract of woodland yielded 149 cords of wood per acre. The entire quantity was sold for \$171,648 at the rate of \$4.50 per cord. How many acres were in the lot?

ANS.:—At the rate of \$4.50 per cord, \$171,648 would be the price of 38,144 cords. As there are 149 cords to the acre, this would give 256 acres.

Process:—

4.50)171,648.00(38,144 cords
135xxxx

366
360

64
45

198
180

180
180

149)38144(256 acres. (Ans.)
298xx

834
745

894
894

Ques. 3:—A wholesale house imported 324 bolts of broadcloth, each containing 39 yards, which was sold at \$3.75 per yard. How much was received for the cloth?

ANS.:—324 bolts of broadcloth, each containing 39 yards, equals 12,636 yards. 12,636 yards at \$3.75 a yard, equals \$47,385.

Process:—

324
39

12,636
3.75

2916
972

63180
88452
37908

12,636 Yds.

\$47,385.00 (Ans.)

Ques. 4:—A has \$1,560, which is \$467 more than B has. If C has \$1,306 less than A and B together, how much have all?

ANS.:—

A has\$1,560
B has \$1,560 less \$467
467

\$1,093

B has..... 1,093

A and B have.... \$2,653

C has \$2,653 less \$1,306
1,306

\$1,347

C has..... 1,347

(Ans.) All have... \$4,000

PATROLMAN-ON-AQUEDUCT.

Date: June 13, 1911.

Ques. 1:—The number of persons having

deposits in banks in a certain year was reported as follows: Maine, 269,861; New Hampshire, 178,440; Vermont, 104,620; Massachusetts, 2,002,010; Rhode Island, 130,236; Connecticut, 544,646; New York, 2,760,343; New Jersey, 297,926; Pennsylvania, 452,487; Delaware, 25,380. How many in these ten States?

ANS.:—6,765,949.

ANS.:—The total given above is the answer.

Ques. 2:—Certain manufacturers in one year produced goods valued at \$54,588,634; in another year the output was worth \$111,723,051. Find the amount of increase the latter year.

Solution:—

\$111,723,051
54,588,634

\$57,134,417 (Ans.)

Ques. 3:—If it cost \$125,109 per mile to construct a railroad, what will be the cost of a road 528 miles long?

Solution:—

\$125,109
528

1000872
250218

625545

\$66,057,552 (Ans.)

Ques. 4:—Suppose the United States has 14,670,120 men capable of military service, how many regiments of 1,210 men each could be formed from this number?

Solution:—

1210)14,670,120(12124+ (Ans.)

1210

2570
2420

1501
1210

2912
2420

4920
4840

80

NOTE:—Before attempting this long division it is well to first ascertain approximately how many items 1210 can go in 14,670,120; 1210 can go into 1467 one time, and as four figures remain the quotient must occupy a total five figures. This will eliminate the chance of giving the result as 1212 or 121,240. The answer is 12124+ without the necessity of expressing a fraction or decimal, for the answer called for is the number of regiments, and as each regiment consists of 1210 men, the 80 men left over are too few to be considered. If there were 606 men left over, that is, more than half a regiment, the answer should be 12124 with the fraction or decimal added.

MEMORY TEST.

Date: April 1, 1914.

You are directed to look for a man—William Stewart—31 years old, 5 feet 5 tall, weighing 136 pounds, left eye slightly crossed, scar on cheek, wearing when last seen a black slouch hat and a pepper and salt suit. The man is wanted in Yonkers, charged with felonious assault; \$100 reward for arrest.

Date: June 23, 1913.

Look for Sam Lee, Chinaman, also known as Sam Sing, 30 years old, 5 feet 7 inches tall, weight 125 pounds, smooth face, hazel eyes, dark hair, cut American style, dress American.

As the memory test is read a number of times and in different parts of the room, most candidates are able to remember quite correctly. If read only once or twice, such a test as the above would not be so easy. There are 11 ideas to be remembered and all are important.

In the above exercise there is one way of reducing the burden, and that is to make a note of the fact that four items practically go hand in hand. The hair is dark, which is natural with a Chinaman, and it is cut American style. Being cut in American style, it is natural that his dress would be American. It is also most common for a Chinaman to be smooth-shaven. As for the rest, there is no system by which it can be remembered, but it can be borne in mind that he is a fairly young man, a little above medium in height and rather light weight for his height.

The first essential to remember is that he is a Chinaman. Then, that he has two names, Sam Lee and Sam Sing. Then his height, weight and eyes. Then the four characteristics that are easy to remember regarding a Chinaman.

If the candidate has difficulty in remembering details, the best way to do would be first to picture a rough idea of the man; then on subject readings try to memorize one detail after another. If the candidate fears that he cannot remember the details, the best thing to do would be to make a note of the general characteristics as follows, and on this he would receive a better rating than if he had half of the facts right and the other half wrong:

"Look for Americanized Chinaman, Sam Something, fairly young man, a little over average height, rather slim, smooth face, short dark hair and dark eyes."

Date: October 24, 1912.

Weight 3.

Look for James Taylor, often called "Uncle Jim," 78 years old, long white

beard, about 5 feet 5. Has a stoop, walks with a cane, and is feeble-minded. Left his home on Staten Island Saturday afternoon and is supposed to have gone to Manhattan and lost his way. Wore a brown suit, with gray sweater, and soft black hat.

DATE: APRIL 1, 1914.

DATE: JUNE 23, 1913.

DATE: OCTOBER 24, 1912.

DATE: AUGUST 1, 1911.

1. Look for
 2. Helen Anderson
 3. cholera suspect
 4. escaped from Swinburne Island
 5. nineteen years old
 6. brown hair
 7. blue eyes
 8. wears glasses
 9. was until last Saturday
 10. a nurse in Bellevue Hospital.
-

DATE: APRIL 15, 1909.

Look for a negro, James Jackson, known as Jimmy the Buck, wanted for assault and disorderly conduct; 30 years old; 6 feet 1 inch; weight 230 pounds; one joint on left forefinger gone; derby hat; blue suit; tan shoes; walks with a slight limp.

DATE: APRIL 13, 1909.

Look for an Italian, John Castor, known by many other names; 5 feet 6 inches; wore blue flannel shirt; ears pierced for rings; scar from ear to mouth; brown coat, greasy trousers; wanted for writing "Black Hand" letter.

DATE: SEPTEMBER 12, 1906.

Look for Henry Warren, of Albany, 35 years old; 5 feet 8 inches tall; weight 155 pounds; light complexion; white hair and whiskers; slightly bald; wore a dark blue flannel suit and straw hat. Slightly demented.

DATE: JUNE 28, 1905

Look for John Hunter, deserter from U. S. Cruiser Cincinnati; 25 years old; missing last Saturday; 5 feet 9 inches high; brown hair, gray eyes, broad shoulders; dark coat and vest, gray trousers, all nearly new; blue anchor tattooed on right arm between wrist and elbow.

DATE: JUNE 1, 1905.

Look for Jane Taylor, lost child, 9 years old; light hair; blue eyes; freckled; mole on

left cheek near mouth; missing since last Tuesday. Wore blue gingham dress, white apron, brown stockings, low shoes. Scar of a burn on left wrist and turns toes in when walking.

DATE: 1903.

Arrest Thomas Flynn, alias George Wilson; wanted for burglary in Boston; height 5 feet 6 inches; weight 140 pounds; black hair, gray eyes; third finger missing from left hand.

DATE: 1902.

Look for James Robinson, escaped from a lunatic asylum; dark hair; high forehead; no beard or mustache; 5 feet 8 inches; weight 165 pounds; small scar on right cheek.

DATE: 1901.

Look for Richard Harris, confidence man; 5 feet 9 inches tall; dark hair turning gray; operates at night in dress suit; offering to show strangers the town. Wanted for robbery of gold watch and chain and some money from a visitor from New Orleans.

PRACTICE QUESTIONS AND ANSWERS.

PATROLMAN.

ON THE PENAL AND CRIMINAL CODES.

Ques. 1:—What is an attempt to commit a crime?

ANS.:—An attempt to commit a crime is an action performed with the intention of committing a crime, but has failed to attain the intended end.

Ques. 2:—How are offenders punished for attempts to commit crime?

ANS.:—If the intended act or commission were successful and the punishment for which would be death or life imprisonment, the penalty for such intention would be 25 years' imprisonment. In any other case, the penalty for attempted crimes may be not more than half of the heaviest punishment for such crime should it have been carried out.

Ques. 3:—Does voluntary intoxication exempt offenders from punishment for crimes or attempted crimes?

ANS.:—No, but the condition of the offender may be taken into consideration in order to determine his motives.

Ques. 4:—Does a morbid criminal propensity excuse a person in committing a crime?

ANS.:—No. This is not a defense for the commission of a crime if such person is capable of realizing the wrongfulness of his act.

Ques. 5:—How many parties are there to a crime?

ANS.:—There are two.

Ques. 6:—What are the two parties to a crime called?

ANS.:—The Principal and the Accessory.

Ques. 7:—At what age is a child considered to be incapable of committing a crime in a legal sense?

ANS.:—Up to the age of seven a child cannot commit a crime. Between the ages of seven and twelve years it can be considered guilty of committing a crime if it can be proven that it had sufficient knowledge and sense of the wrongfulness of the act.

Ques. 8:—What is a principal in the commission of a crime?

ANS.:—A principal is a person who is concerned in the commission of a crime, whether he directly commits the offense or advises or instigates another to commit it. It does not matter whether the principal is present or absent when the crime is committed.

Ques. 9:—What is an accessory in the commission of a crime?

ANS.:—An accessory is a person who, after a felony is committed, helps or hides the offender with the intention of saving him from punishment.

Ques. 10:—What is the crime designated of a public officer who neglects to perform his duty?

ANS.:—A misdemeanor. If he wrongfully takes property intrusted to his care, or falsifies his accounts, he is guilty of what is termed by law a malfeasance, which is a felony.

Ques. 11:—What is the crime termed of compelling a public officer by threat to do a thing contrary to his duty?

ANS.:—A misdemeanor.

Ques. 12:—What is the penalty for a public officer accepting a bribe?

ANS.:—A public officer who accepts a bribe may be punished by 10 years' imprisonment and \$5,000 fine.

Ques. 13:—Is the person who offers a bribe also guilty?

ANS.:—Yes. Either one is a competent witness against the other.

Ques. 14:—What degree of crime is a public officer guilty of when allowing a prisoner to escape?

ANS.:—If the prisoner is charged with a felony the officer is guilty of a felony; if the prisoner is charged with a misdemeanor the officer is guilty of a misdemeanor.

Ques. 15:—What degree of crime is a person guilty of in aiding or attempting to aid a prisoner to escape?

ANS.:—Guilty of the same crime as the prisoner is charged with.

Ques. 16:—What constitutes perjury?

ANS.:—Swearing or testifying to material matter as true when the person swearing knows the same to be false. An unqualified statement of what one does not know to be true is equivalent to a false statement.

Ques. 17:—How is perjury and subornation of perjury punishable?

ANS.:—When the perjury is committed on the trial of an indictment of a felony, twenty years' imprisonment; in any other case, ten years.

Ques. 18:—Of what degree of crime is a person guilty who attempts to procure another person for the purpose of having the latter commit perjury?

ANS.:—He is guilty of a misdemeanor. If the bribe is offered with the intent and understanding that it is to influence another person to commit perjury, the crime is a felony.

Ques. 19:—What is subornation of perjury?

ANS.:—Subornation of perjury is the act of wilfully procuring another person with the intent to commit perjury.

Ques. 20:—State what crime a person is guilty of when attempting to procure another to commit perjury.

ANS.:—Such persons are guilty of a misdemeanor. If the bribe is offered with the intent and understanding that it is to influence another to commit perjury, then the crime is a felony.

Ques. 21:—State briefly what is meant by "compounding a felony."

ANS.:—"Compounding a felony" is a degree of crime. It is committed by a person who asks or receives a reward or bribe on an agreement and with the understanding that he will conceal or commit a crime, or withhold true testimony in relation to a trial for felony which is punishable by death or life imprisonment.

Ques. 22:—What is the punishment for "compounding a felony"?

ANS.:—It is punishable by five years' imprisonment. When this crime relates to the trial of another felony than stated in the previous answer, it is punishable by three years' imprisonment. When the compounding relates to a trial for a misde-

meanor the offense is punishable by one year's imprisonment.

Ques. 23:—What do you understand to be the meaning of "common barratory"?

ANS.:—Common barratory is the practice of exciting groundless legal proceedings against a person for the purpose of vexing, annoying or taking revenge. Persons in order to be found guilty of this crime must have excited groundless legal proceedings three times.

Ques. 24:—Of what degree of crime is a person guilty in committing common barratory?

ANS.:—A misdemeanor.

Ques. 25:—Define "contempt of court."

ANS.:—A person guilty of the following actions is punishable for the crime of contempt of court:

Breach of the peace, disorderly or insolent behavior committed during the sitting of a court in the immediate view or presence of the Judge, or the same behavior committed in the presence of a referee; unlawful refusal to be sworn in as a witness; or refusing to answer any proper question while engaged in a trial pursuant to the orders of the court; or publishing a grossly inaccurate report of a court proceeding.

Ques. 26:—State briefly what constitutes the crime of "conspiracy."

ANS.:—The following constitutes conspiracy: If two or more persons conspire either to commit a crime or to falsely and maliciously indict another for a crime; or to cheat a person out of his lawful property by any criminal methods; or to prevent another from following a lawful trade or calling; or to an unlawful act by interference, threat, intimidation, etc.; or to commit an act which is injurious to public health, morals, trade or commerce, or in the obstruction of justice.

Ques. 27:—Of what degree of crime is a person guilty who commits or is implicated in a conspiracy?

ANS.:—A misdemeanor.

Ques. 28:—What is necessary in order to indict a person for conspiracy against the State?

ANS.:—It is necessary that such act shall have been committed in the open and obvious to all. The punishment for such crime is ten years' imprisonment.

Ques. 29:—What is "treason"? How is it punishable?

ANS.:—It is the act of levying war against the people of the State; or a combination of two or more persons to overthrow the government by force; or the act of assisting any of the enemies of the United States while the country is engaged in war. To prove a person guilty of treason it is necessary that an act of war must have been committed; to conspire or levy war is not sufficient evidence to convict. The punishment for treason is death.

Ques. 30:—State an instance where a person or persons are guilty of "levying war."

ANS.:—When persons rise in sedition or insurrection to prevent by force the enforcement of a certain law or laws, they are "levying war" and are guilty of treason. But an endeavor by numbers and force of arms to resist the execution of the law in a single instance, and for a private purpose, is not "levying war."

Ques. 31:—What is meant by duress?

ANS.:—Duress is the act of compelling or forcing persons to commit an act against their will.

Ques. 32:—Is a person who commits a crime under duress punishable therefor?

ANS.:—No.

Ques. 33:—What constitutes "homicide"?

ANS.:—Homicide is the killing of a human being by the act of another. Homicide is either murder, manslaughter, justifiable homicide, or excusable homicide.

Ques. 34:—What is the proper action for a Policeman to take when his attention is called to the fact that an odor of gas is escaping from a store that is closed and locked, and information given that the proprietor of the place is an invalid and may be in at the time, and that his wife is away on business?

ANS.:—The Charter provides that it is the duty of the police to protect life and property. In doing so the courts uphold the police in doing acts which at first glance seem to be violations of themselves. If entrance can be effected by no other means than force and the destruction of property, then such course should without hesitation be pursued, under the general rule that the facts and suspicion justify.

If after entrance it be discovered that the gas jets in the store were open, they should be immediately shut off. If the gas pipes were found leaking the district gas company supplying such store should be immediately notified, and in either case the Fire Department immediately notified to the end that an investigation may be made. If no occupants are in the store, the place should be covered in the usual police manner relative to special posts, and communication sent to the station house.

If a human being is discovered therein and in an insensible condition, an ambulance should be sent for, and the person placed under arrest on suspicion of attempt at suicide. If he be found dead the Homicide Bureau of the District Attorney's office and the Coroner's office should be notified. The usual investigation of witnesses and police reports in such cases should be made and forwarded to their proper destinations.

PATROLMAN-ON-AQUEDUCT.

Most of the following questions are equally suitable for the examination for Patrolman (New York).

Ques. 35:—What is a Peace Officer?

ANS.:—A Peace Officer is a sheriff of a county, or his under-sheriff or deputy, or a constable, marshal, police constable or policeman of a city, town or village.

Ques. 36:—What are the essential duties of a Patrolman-on-Aqueduct?

ANS.:—To preserve the peace, prevent crime, arrest offenders, suppress riots and unlawful or dangerous assemblages, protect the rights of persons and property, protect the public health, patrol my post with vigilance while on patrol duty, obey the commands of my superior officers and the rules and regulations of the force.

Ques. 37:—State some of his minor duties.

ANS.:—To obey the orders of his superior officer, to study the rules and regulations of the force and to take care of the quarters he occupies and also the stable, if there be one, to such an extent as may be required.

Ques. 38:—What is a crime?

ANS.:—A crime is an act of omission forbidden by law, and punishable upon conviction by death or imprisonment, or fine, or removal from office, or disqualification to hold any office of trust, honor or profit under the state, or other penal discipline.

Ques. 39:—Under the authority of how many officers is a Patrolman-on-Aqueduct?

ANS.:—The Sergeant, the Commanding Sergeant of the Precinct, the Inspector and the Sheriff of the county in which he is on duty.

Ques. 40:—How many ranks are there in the force?

ANS.:—Inspector, Sergeant and Patrolman.

Ques. 41:—In what manner is the force administered and where are the principal headquarters?

ANS.:—The force is divided into two inspection districts, one with headquarters at Kingston and the other with headquarters at Valhalla. Each inspection district is subdivided into Precincts. Each Precinct has 3 Sergeants, one of whom is the commanding officer of the Precinct. The official headquarters are at the office of the Board of Water Supply, 165 Broadway, Manhattan.

Ques. 42:—What is the Board of Water Supply, and how constituted?

ANS.:—The Board of Water Supply was created by act of the Legislature in 1905 to assume charge of the building of an aqueduct from Ashokan watersheds in the Catskill Mountains to the City of New York for the purpose of conveying a water supply to the city. The Board consists of three Commissioners, one of whom is President of the Board. The Aqueduct police force is under the control and direction of the Board of Water Supply.

Ques. 43:—What evidence of appointment is given a Patrolman?

ANS.:—He is given a certificate bearing his number, and he is given a shield.

Ques. 44:—Who has the power to revoke the certificate of appointment?

ANS.:—The Board of Water Supply and the Sheriff of the county in which the Patrolman's precinct is located.

Ques. 45:—Why has the Sheriff the power to revoke?

ANS.:—Because a Patrolman-on-Aqueduct has the powers of a peace officer in the various counties through which the Aqueduct passes. This gives him the right to make arrests by pursuing a fugitive into any part of any of these counties, and under the law creating the Aqueduct force the Sheriff is given the power to revoke at will the certificate of appointment of any Aqueduct Patrolman. This peculiar power is given the Sheriff as an offset to the peculiar power given the Aqueduct Patrolman to leave his post, which is supposed to be in the immediate vicinity of the Aqueduct, and make arrests in a territory rightfully under the control of the Sheriff.

Ques. 46:—In what counties has an Aqueduct Patrolman the powers of a Peace Officer?

ANS.:—In Westchester, Putnam, Orange, Dutchess, Ulster and Greene counties.

Ques. 47:—What must be done with the certificate of appointment after it is received?

ANS.:—It must at all times be carried on the person of the Patrolman as evidence of his power as a Peace Officer and to enable the Sheriff to revoke it, if demanded.

Ques. 48:—If you are transferred by your commanding officer, and fail to proceed directly to your new post, what charge can be preferred against you?

ANS.:—Absence without leave.

Ques. 49:—What are the duties of an Aqueduct Patrolman with regard to his horse?

ANS.:—He is required to water, feed and groom the horse, as well as to keep his stall in a clean and sanitary condition.

Ques. 50:—What would you do in case of sickness to your horse?

ANS.:—I would give such temporary relief as possible, and immediately report the occurrence to the Sergeant in command.

Ques. 51:—In what laws are the duties of a Peace Officer to be found described?

ANS.:—In the laws of the State of New York as given in the Penal Code and the Code of Criminal Procedure.

Ques. 52:—What is required of a Patrolman to do when meeting a superior officer?

ANS.:—It is the duty of the Patrolman to salute the superior officer.

Ques. 53:—In the case of an accident to a person or damage of property which might

result in legal proceedings against the City of New York, what would be your duty?

ANS.:—It would be my duty to secure the names and addresses of witnesses, if possible, and forward them together with a report of the occurrence to my commanding officer.

Ques. 54:—What steps are necessary in case you desire to resign?

ANS.:—The resignation must be in writing and must have the endorsement of my commanding officer stating that I have turned in all property of the Board in my possession.

Ques. 55:—What effect on your connection with the force would it have if you absented yourself five days without permission?

ANS.:—It would be considered a resignation.

Ques. 56:—By whom would a leave of absence for three days or less be granted? By whom a leave of absence for a period longer than three days?

ANS.:—A leave of three days or less is granted by the Inspector; more than three days by the Board of Water Supply.

Ques. 57:—Is it permissible for members of the force to exchange tours of duty?

ANS.:—Not without the permission of the Inspector.

Ques. 58:—Under what circumstances may you be suspended from duty? By whom? Are you free to do as you please while under suspension?

ANS.:—The commanding officer can suspend me if he considers it necessary for discipline. In such case I must remain in the vicinity of my quarters and am not entitled to the usual off-duty leaves.

Ques. 59:—What would you do in case you had to leave post without having opportunity to report to the precinct station?

ANS.:—I would make an entry in my memorandum book stating at what time I left post, for what purpose and the hour of returning to post. I would also report it to my commanding officer at the first opportunity.

Ques. 60:—Under what circumstances is it allowable to leave post without previously obtaining permission?

ANS.:—Only under circumstances of great importance, such as arresting a person who might otherwise escape, or being informed by a person that a serious crime was being committed at a place off my post.

Ques. 61:—Ordinarily, if you wish to leave post, what would be your duty?

ANS.:—To obtain permission of my commanding officer and wait to be relieved.

Ques. 62:—Suppose that the patrolman on the post next to yours informed you that there was a gang on his post that threatened to make serious trouble and asked you

to assist him to patrol his post until the danger was over, what would you do?

ANS.:—I would inform him that I had no right to leave my post and advise him to ask for help through the regular channels. If there were no time to do this, I would tell him to signal me when help might be wanted, and that I would then respond. Meanwhile I would keep at that end of my post nearest his post.

Ques. 63:—For what purpose should you carry a memorandum book always with you while on duty?

ANS.:—All arrests should promptly be entered in the Patrolman's memorandum book, as also occurrences of any kind of violations of law relating to matters of which an Aqueduct Patrolman should take cognizance, or the names of witnesses in case of accident; also for unusual occurrences of any kind.

Ques. 64:—What would you do in case you required help from another Patrolman?

ANS.:—I would blow my whistle.

Ques. 65:—What would you do in case you lost your shield?

ANS.:—I would immediately report it at the precinct house.

Ques. 66:—What would you do in case a sick or injured person came into your charge?

ANS.:—I would immediately remove him to the precinct station, unless there were near at hand some place where the necessary assistance could be given.

Ques. 67:—What would be your duty in case you found something dangerous to health or safety on your post?

ANS.:—I would immediately report it at the precinct station.

Ques. 68:—In case you became aware of an epidemic of disease on the post of another Patrolman, would you be required to give it attention? What if you became aware of a crime committed on another Patrolman's post? Give reasons for the action you would take.

ANS.:—It would not be part of my duty to go on the post of another, but it would be my duty to report such occurrences promptly to the precinct station. The reason is that such things require immediate attention, and should not be neglected because they have not come under the notice of another Patrolman or have been neglected by him.

Ques. 69:—Why should a Patrolman exercise caution in making arrests?

ANS.:—Firstly, because it is an injury to an innocent person to be placed under arrest, and, secondly, because in case of false arrest I would be personally liable, unless acting under orders.

Ques. 70:—After making an arrest requiring your attendance before a court, what would be your duty?

ANS.:—To promptly report at the pre-

cedent house the disposition of the case, the name of the Justice who presided and the place where the court sat.

Ques. 71:—What course would you follow after making an arrest?

ANS.:—I would promptly report to the precinct house and then take my prisoner to the nearest court.

Ques. 72:—Suppose that after making an arrest you, being troubled with a sore foot, and knowing that another officer was about to attend that very court, would it be proper for you to ask that officer to take the prisoner to court for you?

ANS.:—No, because no one but I could make the complaint.

Ques. 73:—Suppose that while on duty you saw a horse run away and fall into an excavation connected with the construction of the Aqueduct. The owner tells you that it was his own fault. Would it be necessary for you to take any note of this? If so, what would you do?

ANS.:—It would be necessary to take note of it, for the reason that notwithstanding his statement that it was his own fault he might later on bring an action against the City for damages. I would therefore take his name and address, note the injury done to the horse and wagon, and take the names and addresses of witnesses, if there were any. I would report the occurrence at the precinct station at the conclusion of my tour of patrol.

Ques. 74:—In case you discovered a fire on your post, what would you do?

ANS.:—If practicable, I would first send word to the precinct house and then render what assistance I could at the fire; if not practicable to send word to the precinct station, on account of distance, I would render aid first if the loss of time would otherwise likely prove serious. If the fire were a serious one, absolutely requiring a larger force, I would then first report it to the precinct station if I had to go myself and regardless of distance.

Ques. 75:—What would you do if you found a man dying on your post and he informed you that he had been assaulted?

ANS.:—I would obtain from him a statement and enter his exact words in my memorandum book, so that it could be used as evidence. If there were a place nearby where he could be given medical assistance, I would remove him there and notify my precinct house, but remain with the prisoner until relieved. In case there were no place nearer than the precinct house to which he could be taken for medical attention, I would take him to the precinct house.

Ques. 76:—What would you do in case you found a dead body on your post? Would you examine it to find out the identity?

ANS.:—I would not examine the body further than to satisfy myself that it was dead. I would at once notify my precinct house, so that a Coroner could be sent for,

and I would not allow any one to touch the body until the Coroner had arrived.

Ques. 77:—Suppose a United States mail carrier struck an Aqueduct laborer in your presence and knocked him down without provocation. The laborer calls upon you to arrest the mail carrier. What would you do? Suppose that, instead of striking the laborer, the mail carrier shot him? Give reasons.

ANS.:—A United States mail carrier cannot be interfered with while engaged in the performance of duty for a misdemeanor, but he can be for a felony. Striking the laborer would be a misdemeanor. In that case it would be my duty to place him under arrest, but permit him to complete his routine of duty. At the end of the routine I would take him into custody and then notify the post office with which he was connected. In case he committed a felony, I would take him into custody at once and then report the fact to the post office with which he was connected. If impracticable, on account of distance, to report to his post office, I would report to my precinct house, so that my commanding officer could attend to that.

Ques. 78:—During the hours that you are off duty are you bound to take any notice of a crime committed within your knowledge?

ANS.:—A peace officer is never off duty, even though not on active duty, and is therefore required to act the same as he would if on active duty.

Ques. 79:—While patrolling your post you come upon two men, one of whom has placed the other under arrest on a charge of stealing \$10 from a friend. The alleged thief refused to acknowledge the right of the citizen to arrest him and tells you that you cannot arrest him because you did not witness the alleged offense. What would be your duty?

ANS.:—The alleged offense being a misdemeanor only, I would have no right to arrest without having seen the act committed. But I could inform the citizen to exercise his right as a citizen and make the arrest by word of mouth and that I would then assist him to conduct the prisoner to the nearest court.

Ques. 80:—Whose duty would it be to make the complaint?

ANS.:—It would be the duty of the citizen to make the complaint, because he would be the one who actually made the arrest.

Ques. 81:—What would you do in case the charge was robbery accompanied by murderous assault?

ANS.:—That being a felony, it would be my duty to make the arrest on the testimony of the person complaining; but I would detain the complainant as a witness.

Ques. 82:—Just before the time of being relieved, on what part of your post should you be?

ANS.:—For about five minutes prior to the time for being relieved I should remain near the relieving point.

Ques. 83:—What should be done to a horse after each tour of duty?

ANS.:—The hoofs should be picked with a hoof pick.

Ques. 84:—What should be done to horses after a tour of patrol in summer?

ANS.:—Their backs should be washed and then dried with a sponge.

Ques. 85:—What attention should be given the horse when you are on reserve duty?

ANS.:—It should be groomed, the soles as well as the outside of the hoofs washed, the legs should be thoroughly dry, especially in the hollow of the pastern. On days off, the horse's hoofs should be stuffed, but care taken to see that the hoofs are clean before stuffing.

Ques. 86:—During what months should no water be used on a horse's legs?

ANS.:—From December 1st to May 1st.

Ques. 87:—What limitations as to speed should be observed in riding on patrol duty?

ANS.:—It should not be more than a moderate trotting pace, except in emergency.

Ques. 88:—On what side of the road should a vehicle keep, especially at turns?

ANS.:—Vehicles are supposed to always keep to the right side of the road.

Ques. 89:—Two vehicles are passing in opposite directions. On which side of the road should each keep?

ANS.:—Each should keep to his right-hand side of the road.

Ques. 90:—Two vehicles are driving in the same direction. One wishes to pass the other. On what side should it pass?

ANS.:—It should pass to the left of the vehicle in front of it.

Ques. 91:—If you saw a sick horse being compelled to draw a heavy load or other cruelty to an animal, what would be your duty, and why?

ANS.:—The Penal Code provides that any person perpetrating an act of cruelty upon an animal is guilty of a misdemeanor and enjoins upon police officers to arrest such persons and bring them before a court or magistrate.

Ques. 92:—In case you reached the stable with your horse in a heated condition, what should be done before putting him in his stall?

ANS.:—It would be well to throw a blanket over him and rub his legs, or walk him till he is cool.

Ques. 93:—What would you do if he were wet?

ANS.:—Put him under shelter and whisp him against the hair until he became dry.

Ques. 94:—When a horse is heated, what food may be given him?

ANS.:—He should not be fed grain while heated, but hay will not hurt him. He should not be given water while heated.

Ques. 95:—If your horse is brought in very heated and the day is hot, would it be well to throw cold water on him to cool him?

ANS.:—It would not.

Ques. 96:—How should the saddle cloth be placed?

ANS.:—It should be placed well forward on the withers. The cloth should be slid once or twice from front to rear to smooth the hair. The cloth should be raised in bringing it forward.

Ques. 97:—Where should the snaffle-bit be placed?

ANS.:—It should hang so as to touch but not draw up the corners of the mouth.

Ques. 98:—Where should the mouthpiece of the curb-bit rest?

ANS.:—The mouthpiece of the curb-bit should rest on that part of the bars directly opposite the chin groove; the curb strap or chain will then lie in the chin groove without any tendency to mount up out of it on the sharp bones of the lower jaw. This position of the mouth-bits will be attained for the majority of horses by adjusting the check-straps so that the mouthpiece will be one inch above the tushes of the horse, and two inches above the corner teeth of the mare.

Ques. 99:—How should the throat-latch be placed?

ANS.:—The throat-latch should admit four fingers between it and the throat; this prevents constriction of the wind-pipe or pressure on the large blood vessels.

Ques. 100:—Suppose, while you were on duty you were placed under arrest by a constable in a civil proceeding, what would you do?

ANS.:—I would refuse to leave my post, for the reason that a police officer cannot be arrested on a civil process while on duty?

Ques. 101:—Suppose you were summoned to do jury duty, could you disregard that?

ANS.:—Yes. Because a police officer is not subject to jury duty.

Ques. 102:—When two members of the force are on duty together, which is in command?

ANS.:—The highest in rank is in command. In the case of two Patrolmen, the Patrolman who has seen the longest service is in command.

Ques. 103:—What is an arrest?

ANS.:—Taking a person into custody that he may be held for a crime.

Ques. 104:—In what two ways may a peace officer make an arrest?

ANS.:—He may make an arrest with or without a warrant.

Ques. 105:—What is a warrant?

ANS.:—A warrant is an order in writing, in the name of the People of the State, signed by a Magistrate, commanding the arrest of a defendant.

Ques. 106:—Who are Magistrates?

ANS.:—Justices of the Supreme Court, county judges and special county judges, justices of the peace, and other special justices appointed or elected in a city, village or town; and the mayors of cities.

Ques. 107:—What two kinds of crime are there?

ANS.:—Felonies and misdemeanors.

Ques. 108:—What is a felony?

ANS.:—A felony is a crime which is or may be punished by either death or imprisonment in a State prison.

Ques. 109:—What is a misdemeanor?

ANS.:—A misdemeanor is a crime less serious than a felony. Any crime that is not a felony is a misdemeanor.

Ques. 110:—Aside from sitting as a judge, what important power has a Magistrate?

ANS.:—He has the power to issue warrants.

Ques. 111:—By whom can a warrant be served? Can it be served by a process server?

ANS.:—A warrant, being for criminal offenses, can be served only by a peace officer, such as a sheriff, a constable or a police officer. A process server serves papers in civil proceedings.

Ques. 112:—Why is it necessary that it be a peace officer to serve a warrant?

ANS.:—Because he does not serve a mere notice to appear before the court, but goes to make an arrest. He has the power to use force in order to make the arrest.

Ques. 113:—There are two ways in which a peace officer can make an arrest; that is, there are two different processes under which he can make an arrest. What are they?

ANS.:—He can make an arrest with or without a warrant.

Ques. 114:—Why does he not make all of his arrests either by means of a warrant or without a warrant?

ANS.:—A peace officer has the power to make an arrest without a warrant anywhere within the limits of his jurisdiction. A great many crimes, however, occur which do not come within his knowledge, and where complaint is made to a Magistrate. Also, in case an alleged crime is committed which the officer has not witnessed, and he is in doubt whether he is justified in making the arrest, it is the proper procedure, when possible, for the complainant to ap-

pear before a Magistrate and make his complaint, so that the Magistrate can use his judgment as to whether the alleged offense justifies the making of an arrest. He makes arrests without a warrant whenever he himself witnesses the offense, or when it is called to his attention that a felony has just been committed. If he had to go before a court and get a warrant first, the offender might escape before the warrant could be served. Whenever a complaint is made to a Magistrate, the Magistrate issues a warrant and gives it to an officer to serve.

Ques. 115:—Give your opinion as to why it would not be just as well for the Magistrate to verbally instruct the officer to make the arrest, instead of giving him a written order?

ANS.:—It is a more orderly process to make an arrest by means of a warrant than without one, and arrests without a warrant should only be made when they cannot equally well be made with a warrant. A peace officer is intended to preserve peace, not to act as a judge. Under various circumstances an offender can question the right of an officer to arrest him, but he cannot question immediate compliance with the order of a Magistrate.

Ques. 116:—Members of the police force of the City of New York may serve a warrant in any part of the State, issued by any Magistrate in the State. Has an Aqueduct Patrolman the same power?

ANS.:—He has not. The law under which the Aqueduct Police Force was created defined that the members of that force should have the powers of a peace officer only in the counties through which the Aqueduct passes, namely, Westchester, Putnam, Orange, Dutchess, Ulster and Greene counties.

Ques. 117:—Suppose that you have a warrant to serve on three armed desperadoes. They draw their revolvers and threaten to shoot if you attempt to take them into custody. What would you do?

ANS.:—Under the provisions of Section 169 of the Code of Criminal Procedure, every person must aid an officer in the execution of a warrant, if the officer require his aid and be present and acting in its execution. I would therefore command a sufficient number of persons nearby to assist me in making the arrests.

Ques. 118:—Would such persons summoned by you have the power to use weapons the same as yourself?

ANS.:—While assisting me in making the arrest, or in escorting the prisoners after the arrest was made, they would have that power.

Ques. 119:—Are there any restrictions as to the time when arrest may be made for felonies? For misdemeanors?

ANS.:—Section 170 of the Code of Criminal Procedure provides that if the crime be a felony the arrest may be made at any time of the day or night. If the offense be

a misdemeanor, the arrest cannot be made on Sunday or at night, unless by direction of the Magistrate indorsed on the warrant.

Ques. 120:—What is an habitual criminal?

ANS.:—An habitual criminal is one who has been adjudged as such by a court of competent jurisdiction under authority of Section 690 of the Penal Code.

Ques. 121:—You have a warrant to serve and require aid. You call upon a citizen to assist, but he refuses on the ground that he is not a police officer. Can he lawfully refuse?

ANS.:—He cannot lawfully refuse, for the reason that Section 169 of the Code of Criminal Procedure provides that citizens must respond to a call from a police officer for assistance in serving a warrant, if the officer require the aid and be present and acting in its execution.

Ques. 122:—At what times may an arrest for a felony under a warrant be made? At what times an arrest for a misdemeanor, under a warrant?

ANS.:—According to Section 170 of the Code of Criminal Procedure, if the crime charged be a felony, the arrest may be made on any day and at any time of the day or night. If it be a misdemeanor, the arrest cannot be made on Sunday or at night, unless by direction of the Magistrate endorsed upon the warrant.

Ques. 123:—State two forms of an arrest.

ANS.:—An arrest may be made by actual restraint of the person of the defendant, or by his submission to the custody of the officer.

Ques. 124:—What degree of restraint should be used in making an arrest?

ANS.:—No more than necessary.

Ques. 125:—In making an arrest under a warrant, is it necessary to show the warrant?

ANS.:—The defendant must be informed by the officer that he acts under a warrant, and he must also show the warrant, if required. (Sec. 173, Code Crim. Pro.)

Ques. 126:—Suppose that in attempting to serve a warrant, you are refused admission to the premises? Would you have the right to batter down a door or break a window?

ANS.:—Sec. 175, of the Code of Criminal Procedure, provides that the officer may break open an outer or inner door or window of any building, to execute the warrant, if, after notice of his authority and purpose, he be refused admittance.

Ques. 127:—To what degree may force be used if there is resistance to the arrest? Is it permissible to shoot?

ANS.:—If, after notice of intention to arrest the defendant, he either flee or forcibly resist, the officer may use all necessary means to effect the arrest. (Sec. 174, Code Crim. Pro.)

He, therefore, has a right to shoot if necessary.

Ques. 128:—In your opinion, under what circumstances would it be justifiable to shoot, and how would you shoot?

ANS.:—When an officer serves a warrant he is under the mandate of the court to produce the defendant. Nevertheless, in my opinion, it would hardly be justifiable to shoot a person charged with a petty offense, merely because he was trying to escape. Even if he gained a lead, I think it would be better to take my chances on being able to overhaul him. In a serious case, if, after exhausting every effort to capture him, I found that he would almost certainly escape, I would shoot.

First, I would shoot in the air several times to frighten him, and finally I would aim at the lower part of his legs. In case of a violent resistance, seriously endangering my own life, I would also shoot as a last resort. In my opinion the defendant rarely wishes to kill the officer, but only desires to escape, and I believe that shooting should be resorted to only in extreme cases.

Ques. 129:—After making an arrest for a felony under a warrant, what disposition should be made of the prisoner?

ANS.:—If the crime charged in the warrant be a felony, the officer making the arrest must take the defendant before the Magistrate who issued the warrant. If that Magistrate be absent or unable to act, the defendant must be taken before the nearest or most accessible Magistrate in the same county. The officer must at the same time deliver to the Magistrate the warrant, with his return indorsed and subscribed by him. (Secs. 158, 164, Code Crim. Pro.)

Ques. 130:—What disposition should be made of the prisoner in an arrest on a warrant for a misdemeanor?

ANS.:—If the crime charged in the warrant be a misdemeanor, and the defendant be arrested in another county, the officer must, upon being required by the defendant, take him before a Magistrate in that county, who must admit the defendant to bail, for his appearance before the Magistrate named in the warrant, and take bail from him accordingly. On taking bail the Magistrate must certify that fact on the warrant, and deliver the warrant and undertaking of bail to the officer having charge of the defendant. The officer must then discharge the defendant from arrest, and, without delay, deliver the warrant and undertaking to the Magistrate before whom the defendant is required to appear. (Secs. 159, 160, Code Crim. Pro.)

Ques. 131:—State as well as you can the power and authority to immediately arrest, without warrant.

ANS.:—Members of the police force have power and authority to immediately arrest, without warrant, and to take into custody, any person who shall commit, or threaten, or attempt to commit, in the presence of such member, or within his view, any breach of the peace or offense directly prohibited by act of the Legislature, or by any ordinance made by lawful authority. Any

member of the police force may arrest without warrant any person who shall, in view of such member, violate, or do, or be engaged in doing or committing, any act or thing forbidden by any law of the State, or any ordinance of the city or county in which he serves, or who shall, in such presence, resist or be engaged in resisting the lawful enforcement of any such law or ordinance or any official order made pursuant to any statute of this State. And any person so arrested shall thereafter be treated, disposed of and punished as any other person duly arrested for misdemeanor unless other provision is made for the case by law. A peace officer may, without a warrant, arrest a person for a crime committed or attempted in his presence; when the person arrested has committed a felony, although not in his presence; or when a felony in fact has been committed, and he has reasonable cause for believing the person to be arrested to have committed it.

Ques. 132:—What would you do in case that you were about to make an arrest for a felony or an attempt to commit a felony, and you found the doors of the house barred to you and admission refused?

ANS.:—I would state that I was an officer of the law, and that I came to make an arrest on such and such charge and I would demand admittance. If admittance were refused, I would force the door, or a window, to effect an entrance.

Ques. 133:—Suppose that the person you sought to arrest had committed no felony or attempted felony in your presence, but that you believed he had committed one. Would you have the right to arrest him on suspicion?

ANS.:—Section 178 of the Code of Criminal Procedure provides that in the case of a felony, the officer has the right to make the arrest on belief.

Ques. 134:—Suppose that it afterward appeared that the person thus arrested was innocent, could you be held personally liable?

ANS.:—Not if a felony had been committed although committed by another person.

Ques. 135:—In making an arrest without a warrant, is it necessary to make any explanation to the defendant?

ANS.:—When arresting a person without a warrant the officer must inform him of the authority of the officer and the cause of the arrest, except, when the person arrested is in the actual commission of a crime, or is pursued immediately after an escape. (Sec. 180, Code Crim. Pro.)

Ques. 136:—Would it be compulsory upon you to take before a Magistrate a prisoner arrested by a bystander and delivered to you?

ANS.:—The Criminal Code does not make it compulsory, but states that a peace officer may take before a Magistrate a person who, being engaged in a breach of the

peace, is arrested by a bystander and delivered to him. (Sec. 181, Code Crim. Pro.)

Ques. 137:—Suppose you witness, or have your attention called to an abandonment of a child or an act of cruelty to a child? Is it optional or compulsory on you to make an arrest?

ANS.:—A constable or police officer must arrest and bring before a court or Magistrate having jurisdiction, any person offending against any of the provisions of Chapter III, Sections 287-293, of the Penal Code, which relates to abandonment and other acts of cruelty to children.

Ques. 138:—Would there be the same obligation on your part in case of cruelty to animals? Also, what would you do in case you saw some one interfering with an agent of a society for the prevention of cruelty to animals engaged in the performance of his duty?

ANS.:—A constable or police officer must arrest and bring before a court or Magistrate having jurisdiction any person offending against any of the provisions of that title of the Penal Code (Secs. 655 to 669, inclusive), relating to cruelty to animals. Any person who shall interfere with or obstruct an officer or agent of a society for the prevention of cruelty to animals, in the exercise of his rights as such officer or agent, shall be guilty of a misdemeanor. (Sec. 668, Penal Code.)

Ques. 139:—Under what circumstances may a private person make an arrest?

ANS.:—If a crime has been committed or attempted in his presence, or if the person arrested has committed a felony, even though not committed in the presence of the person making the arrest.

Ques. 140:—What must a private person do before making an arrest?

ANS.:—He must inform the defendant the cause of the arrest and require him to submit; but if he is actually committing the crime or escaping after the commission of a crime, no explanation is necessary.

Ques. 141:—What must a private person do with his prisoner after making the arrest?

ANS.:—He must without unnecessary delay bring him before a Magistrate or deliver him to a peace officer.

Ques. 142:—Suppose that a surety wishes to surrender the defendant before he has been finally charged, would he have a legal right to arrest the defendant or cause him to be arrested by another private party?

ANS.:—Section 591 of the Code of Criminal Procedure provides that under the stated circumstances and at any place within the State, the surety may himself arrest the defendant, or, by a written authority indorsed on a certified copy of the undertaking, may empower any person of suitable age and discretion to do so.

Ques. 143:—When a private person makes an arrest in the presence of a peace officer

and for the purpose of turning over the prisoner to the officer, need he lay hands on the prisoner?

ANS.:—It is not necessary for him to lay hands on the prisoner. He need only say, "I place you under arrest." The officer is then obliged to take the prisoner into custody, although the private person is the one who must sign the complaint.

Ques. 144:—When may a person adjudged as an habitual criminal be arrested as a disorderly person?

ANS.:—A person who has been adjudged an habitual criminal is liable to arrest summarily with or without warrant, and to punishment as a disorderly person, when he is found without being able to account therefor, to the satisfaction of the court or magistrate, either (1) in possession of any deadly or dangerous weapons, or of any tool, instrument or material, adapted to, or used by criminals for, the commission of crime; or (2) in any place or situation, under circumstances giving reasonable ground to believe that he is intending or waiting the opportunity to commit some crime. (Sec. 512, Code Crim. Pro.)

Ques. 145:—By what Magistrates may a warrant be issued which may be directed for execution to any peace officer in the State?

ANS.:—If the warrant be issued by a Justice of the Supreme Court, recorder, city judge or judge of a court of general sessions in the City and County of New York, or by a county judge, or by the recorder of a city where jurisdiction is conferred by law upon such recorder, or by a judge of the city court, it may be directed generally to any peace officer in the State, and may be executed by any of those officers to whom it may be delivered. (Sec. 155, Code Crim. Pro.)

Ques. 146:—If it be issued by a Magistrate of lesser jurisdiction, within what limits can it be directed to a peace officer?

ANS.:—If it be issued by any other Magistrate, it may be directed generally to any peace officer in the county in which it is issued, and may be executed in that county; or, if the defendant be in another county, it may be executed therein upon the written direction of a Magistrate of such other county endorsed upon the warrant, signed by him with his name of office, and dated at the city, town or village where it is made, to the following effect: "This warrant may be executed in the County of Monroe" (or as the case may be). (Sec. 156, Code Crim. Pro.)

Ques. 147:—What disposition must be made of a prisoner arrested on a warrant?

ANS.:—The defendant must in all cases be taken before the Magistrate without unnecessary delay, and he may give bail at any hour of the day or night. (Sec. 165, Code Crim. Pro.)

Ques. 148:—If the warrant of a Coroner in one county were placed in your hands

for execution in another county, would it be legal for you to attempt to serve it?

ANS.:—A Coroner's warrant (issued under Secs. 780 and 781, Code of Criminal Procedure) may be served in any county; and the officer serving it must proceed thereon, in all respects, as upon a warrant of arrest on an information, except that when served in another county it need not be endorsed by a Magistrate of that county. (Sec. 782, Code Crim. Pro.)

Ques. 149:—What is the difference between serving in another county a bench warrant and an ordinary warrant?

ANS.:—A bench warrant may be served in any county, in the same manner as a warrant of arrest, except that when served in another county it need not be endorsed by a Magistrate of that county. (Secs. 304, 478, Code Crim. Pro.)

Ques. 150:—Because you had under suspicion a person convicted as an habitual criminal would you have the right to repeatedly search his residence?

ANS.:—The person and the premises of every one who has been convicted and adjudged an habitual criminal shall be liable at all times to search and examination, by

any Magistrate, Sheriff, Constable or other officer, with or without warrant. (Sec. 514, Code Crim. Pro.)

Ques. 151:—Suppose that you make an arrest and the offender is rescued by friends. Three weeks later you encounter him. Have you a right to rearrest him without a warrant? Would the case be any different if, instead of being rescued, he had escaped by running away?

ANS.:—If a person arrested escape or be rescued, the person from whose custody he escaped or was rescued, may immediately pursue and retake him, at any time, and in any place in the State. (Sec. 186, Code Crim. Pro.) It makes no difference whether he escapes or is rescued.

Ques. 152:—You are pursuing an escaped prisoner. He runs into his house and bolts the doors and windows. Would you have the right to enforce entrance?

ANS.:—To retake the person escaping or rescued, the person pursuing may, after notice of his intention and refusal of admittance, break open an outer or inner door or window of a building. (Sec. 187, Code Crim. Pro.)

REPORT WRITING.

Reports should be written in narrative form, that is, about the same as one would tell the occurrence verbally to a superior officer, except that they should be as brief as possible, but omitting no essential facts. The following are typical reports specially written for the Chronicle by one of the most experienced and ablest Lieutenants on the Force, and may be considered ideal types:

The abbreviations used signify as follows: "W," white; "U. S.," United States; "M," Married; "S," Single; "R & W," (can) Read and Write; S H, Station House.

GENERAL SUGGESTIONS.

In making reports of crime patrolmen should confine themselves to a general description of the crime and make no attempt to classify it under a section number of the Penal Code, Charter or Ordinances; being particular to state all the facts, whether they be direct or facts based on suspicion; the time of the occurrence, locality and its common reputation; names and addresses of complainants and witnesses; description of unknown persons, disposition and approximate value of property involved, and action taken by patrolman making report.

It is the policy of the Police Administration to never leave a post uncovered un-

less, under extraordinary circumstances, it becomes necessary. Exceptions are left to the judgment of the man on post. It is not necessary that all reports shall be immediately forwarded to the police station. There are many that are of such minor importance that it is not necessary to submit them until the end of the tour of patrol. There are others of semi-importance which may be forwarded through the channels of a telephone to the station. It is necessary to report important ones without delay. An officer, if possible, before leaving post, should notify his side partners, in order that they extend their posts to include his during the time of his absence.

For example, an auto accidentally colliding with another auto, causing damage, and no arrests made. The report could wait until the end of the tour; but if an occupant of the damaged auto was injured and taken to a hospital, the report should be taken to the station forthwith. If the injured person refused medical attention or accepted it and left for home, the report may be delayed until the end of the tour. In every case it is left to the intelligence of the patrolman as to the importance involved.

A good rule to decide importance is for the patrolman to make himself acquainted with the action incumbent upon the Lieutenant on desk duty receiving the report;

that is, will he have to take action in forwarding report to other departments immediately, or at some future time?

1. A RUNAWAY.

At 10.20 this A. M. a runaway horse attached to a buggy and going south on 7th Ave. was stopped by me between 125 and 126 Streets. In about 15 minutes John Smith, residing at 111 West 52 Street, a driver for the Buckingham Stables, of 54 West 48 St., telephoned Plaza 25, claimed the property, which statement was corroborated by phone by Wm. Jones, supt. of stables. Property delivered to Smith and receipt taken. No damage to private or public property. No persons injured. Resumed patrol.

PATROLMAN JAMES JONES,
Shield No. 216.

(NOTE:—The above is susceptible to many changes according to facts involved. Injury to persons, possibly requiring ambulance; to horse, if he be injured to the extent of requiring his destruction; notice to Animal Society; action in case of no claimant for runaway; damage to private or public property; collision with other vehicles.)

2. RECKLESS DRIVING.

(NOTE:—A reckless driver is a person who operates an auto or other vehicle, and drives on the streets with a reckless disregard for the comfort and safety of others.)

At 9.10 A. M., John Smith, residing at 123 West 23 St., 21 years; white; U. S.; R. & W.; single; driver for Jones & Co.'s Hardware, 127 B'way, while traveling north on B'way at 28 St., drove his horse in such a reckless manner as to endanger the lives and limbs of James White, 32 West 19 St., and Peter Brown, 22 East 83 St., traveling east on crosswalk at the time.

Served with summons No. 12, returnable 9 A. M., 10th inst., 2d Dist. Court.

White and Brown, complainants, notified of time, date and court.

PATROLMAN HENRY CLARKE,
Shield No. 63.

(NOTE:—Before serving a summons inquiry should be made as to whether the offender is provided with a Police Identification Card or not. If not, under the liberal enforcement of the law in making arrests in minor cases, adopted by the present police administration, if the offender can be satisfactorily identified to the arresting officer, a summons may be served.)

3. ARRESTING A BURGLAR.

At 2 this A. M., while trying doors on posts 3-4, I discovered that the door lead-

ing into a jewelry store at 118 Bowery, owned by Wm. Jones, residing at 325 West 125th St., on post 3, was unlocked. I entered and discovered concealed in a closet at the rear of the store Henry Smith, 216 Grand St., 30 years, W., U. S., laborer, M., R. & W. I placed him under arrest and brought him to the street, where I rapped for assistance. Answered by Patrolmen Martin, O'Neil and Casey of adjoining posts. The place was searched and it was discovered that the door had been forced open with a jimmy, which was found on the floor of the closet in which Smith was concealed; also on a show case lay a handkerchief stained with blood, containing jewelry of the approximate value of \$100. Smith denied ownership of the handkerchief, but upon examination it was discovered he had a deep fresh cut in the palm of his right hand, which he did not satisfactorily explain. Owner notified at home by phone located in store. Prisoner searched, and on his person was found a metal ring containing 18 keys of assorted sizes and shapes of the kind generally used in opening large locks. No weapon discovered on him. The prisoner, jimmy, keys and jewelry were taken to station, assisted by Ptm. Martin; O'Neil covering store. Casey left to patrol posts 1, 2, 3, 4, 5, 6. 3.45 A. M. returned to patrol, with instructions from Desk Lieutenant to make store special post and cover until further orders; Martin to patrol posts 1, 2, 3, 4; O'Neil on 5; Casey on 6.

4. STREET CAR COLLISION.

At 6.30 this A. M. James Jones, of 162 West 62d St., driver for the Sweet Milk Dairy Company, of 237 West 125 St., traveling east across surface tracks at the intersection of 70 St. and Central Park, collided with car No. 172 of the Metropolitan R. R. line going south on Run 6, Gripman John Smith, 116 West 54 St., Badge 10; Conductor, Henry Dick, 125 8 Ave., Badge 231. Breaking 3 windows of front vestibule of car, and shaft of wagon. No complaint. Amount of damage not given.

Witnesses: Henry White, 216 Spring St.; Thomas Black, 127 West 19 St., and Patrolman Henry Nally, Shield No. 216.

Resumed patrolling posts 6, 7, 8.

5. FINDING STORE DOOR OPEN.

At 3 this A. M., while trying doors on post 6, I found door of hardware store located at 127 Ninth Ave., owned by John Smith, home address unknown, unlocked. I entered, made a thorough investigation, discovered no evidence of burglary. Rapped for Patrolman Blank, on post 7, who responded and covered store until I could go to station house and procure a police lock and chain. Returned, secured door, left a note on outside store door explaining cir-

cumstances to proprietor, requesting police property to be safely kept until called for. Myself and Patrolman Blank resumed patrolling posts 6 & 7, respectively. During the tour I gave special attention to the place, instructing my relief of circumstances.

PETER KLEIN,
Patrolman No. 16.

6. DISCOVERING A FIRE.

At 3 this A. M. discovered flames from the windows of 3d floor of No. 235 East 82d St., on post 6, which is a five-story tenement house. I sent in an alarm from fire box No. 18, located on 3d Ave. & 82d St., while returning to the scene of the fire constantly sending out 3-alarm raps and blowing whistle calls. Was responded to by Sergeant Smith and Patrolmen Jones, Casey & Williams. Entered house, aroused inmates and ordered them to the street. Discovered flames burning fiercely on second floor and took such measures to put them out as were possible, until the arrival of Engine Co. No. 22, of the Fire Department. Sergt. Smith, in charge, notified S. H. At 4.35 A. M. fire extinguished. Sergt. Smith made a special post of the locality, assigning me to cover it until relieved, directing Patrolman Jones to extend post 5 so as to include posts 6-7.

JOHN COYLE,
Plm. No. 20.

7. PATROLMAN ATTACKED BY A GANG.

At 1 this A. M., while patrolling post 12 and traveling west through 98th St., between 2d and 3d Aves., I discovered a gang of ten young men, all apparently less than 20 years old, sitting on some lumber in front of 156 East 98th St., a lumber yard, singing and yelling in a loud and disorderly manner. I directed them to leave the place, whereupon John Smith, of 216 East 90th St., 18 years, W., U. S., unemployed, S., R. & W., struck at me with a tin pail held in his hand. I struck him on the right wrist, knocking the pail from his hand, and immediately repeated the blow across his shins, knocking him down. During the time the gang was trying to surround and making efforts to strike and kick me. Fired a shot in the air to attract attention of side partners. Plm. Jones, Kline & McCarthy responded, Kline covering 12, 13, 14, 19, 21. The gang scattered and Smith was placed under arrest and taken to the station house, with the assistance of Patrolman Jones. At 2.30 A. M. resumed patrolling posts 12, 13, 14. June 19 arraigned before Magistrate Blank and sentenced to 30 days on Blackwell's Island.

JAMES MAHR,
Plm. No. 516.

8. ARRESTING DISORDERLY CHARACTER.

At 8.30 this P. M. arrested John Smith, of 216 West 18th St., 17, W., U. S., unemployed, S., R. & W., in front of licensed liquor store, 412 Tenth Ave., owned by Jas. White charging him with standing in company with four other young men and trying to pull down a sign, labeled "George Ehret's Bock Beer," from a side window of said place. The proprietor of the place appeared as complainant. 9.30 P. M., arraigned in Night Court before Judge Kennedy and fined \$1.

10.30 reported to station house with disposition of case and left to resume patrol.

D. F. McCARTHY,
Sergeant, Shield No. 14.

9. FINDING SICK PERSON ON POST.

At 10 this P. M. I discovered John Smith, aged 60 years, laborer, sitting in doorway of 327 E. 80th St., suffering from an attack of gastritis. He informed me that he was out of work and lived with the family of his son, Peter Smith, at 340 East 86th St. He asked for medical attention. At 10.15 was attended by Dr. Jones and taken to Blank Hospital. Notified station house through public telephone No. 16, located at drug store, 1090 3d Ave., and was instructed to direct Patrolman Kline, on post 13, to include post 12 and leave to notify relatives of Smith, who stated they would go to the hospital.

10.45 P. M. returned to post, sent report by same phone to station house, and resumed patrolling post 12, Patrolman Kline now patrolling post 13.

WILLIAM JONES,
Plm. No. 1140.

10. FINDING A LOST CHILD.

At 7 this P. M., on the corner of 3d Ave. & 80th St., I found a girl aged six years, light brown hair, blue eyes, light complexion, no hat, blue ribbon in hair, white dress, brown stockings, tan laced shoes. Was crying and said that her name was Mary Mack, but she did not know where she lived. Said that she had no father, and her mother worked out; could not give nature of employment; unknown in neighborhood.

8 P. M., taken to station house, Patrolman Mulligan covering posts 13-14.

8.15, returned to patrol post 13, Patrolman Mulligan patrolling 14.

9 P. M., returned to station house by order of Desk Lieutenant and took lost child to the rooms of the S. P. C. C., 25th St. and 4th Ave. Plm. Mulligan patrolling 13-14.

10 A. M., reported back to station house with disposition of child and left to resume

patrolling post 13, Patrolman Mulligan patrolling post 14.

PATROLMAN JOHN DOYLE,
Shield No. 46.

11. PUSH CART VIOLATION.

At 10 this A. M., George Dondugo, 127 Hester St., 30 years, white, Greek, peddler, M., R. & W., arrested, in front of 327 East Grand St., charged with failing to have the figures of his peddler license painted on the outside of his push cart. Arraigned before Magistrate X. of 1st Court and fined \$1.

Patrolman Jones covering posts 6 and 7 from 10 to 11.30.

11.30, resumed patrolling post 6, Jones on 7. Station house notified of disposition of case from court by phone.

PATROLMAN JOHN BROWN,
Shield No. 16.

12. MOVING PICTURE VIOLATION.

At 2 this P. M. arrested John Smith, 116 Grand St., 40 years, W., U. S., showman, R. & W., the proprietor of moving picture show at 218 Bowery, operating under common show and vaudeville license No. 130, for permitting Tessie Jones, aged 14 years, residing at 120 Hester St., to enter and remain in said place from 1.30 to 2 this P. M. during the time of her performance, without parent or guardian. Notified parents and S. P. C. C.

3 P. M., arraigned in 1st Court before Magistrate X. and fined \$5.

Patrolman John Smead patrolling posts 10 and 11 from 2 to 3.30 P. M. Resumed patrolling post 10 at 3.30 P. M.; Patrolman Smede on 11. Notified station house from phone 19, No. 240 Bowery, of disposition of case.

PATROLMAN JOHN WHITE,
Shield No. 182.

13. CONTAGIOUS DISEASE ON POST.

At 1 this P. M., John Smith, janitor of No. 245 East 86th St., reported to me that a child was lying sick on third floor of said house, suffering from what he believed to be a contagious disease, as the odor of a strong disinfectant was apparent in the hallways. I interviewed the occupants of the apartments and was informed by Mary Jones that her boy, George, was suffering from a bad sore throat and a neighbor thought it might be diphtheria, and that she had sent for her family physician. I instructed Mrs. Jones to allow no person to enter or leave her apartments until it was decided by a physician from the Board of Health as to the nature of the illness.

Notified station house from Phone No. 40, located at 112 Second Ave.

PETER WHITE,
Patrolman No. 86.

NOTE:—The S. H. would notify Board of Health.

14. VIOLATION OF CITY ORDINANCE.

At 9 this A. M. arrested Peter Jones, 218 Ave. A, 40 years, W., U. S., painter, M., R. & W., for emptying a pail of coal tar in the sewer drain on northeast corner Avenue A and 81st St. Station house notified by phone No. 18 Plaza.

10 A. M., arraigned before Magistrate X., 6th Court; fined \$2.

Patrolman Doyle covering posts 10-11 from 9 to 10.30 A. M. Resumed patrolling post 10 at 10.30 A. M. Disposition of case forwarded to station house from phone No. 20, located at 1315 Ave. A.

JOHN SMITH,
Patrolman No. 916.

DUTIES OF THE FORCE.

The following are official rules of the New York Police Department:

ARRESTS.

RULE 33.

1. Section 315 of the Charter provides as follows:

"It is hereby made the duty of the police department and force, at all times of day and night, and the members of such force are hereby thereunto empowered, to especially preserve the public peace, prevent crime, detect and arrest offenders, suppress riots, mobs and insurrections, disperse unlawful or dangerous assemblages, and assemblages which obstruct the free passage of public streets, sidewalks, parks and places; protect the rights of persons and property, guard the public health, preserve order at elections and all public meetings and assemblages; regulate, direct, control, restrict and direct the movement of all teams, horses, carts, wagons, automobiles and all other vehicles in streets, bridges, squares, parks and public places, for the facilitation of traffic and the convenience of the public as well as the proper protection of human life and health, and to that end the Police Commissioner shall make such rules and regulations for the conduct of vehicular traffic in the use of the public streets, squares and avenues as he may deem necessary; remove all nuisances in the public streets, parks and highways; arrest all street mendicants and beggars; provide proper police attendance at fires; assist, advise and protect emigrants, strangers and travelers in public streets, at steamboat and ship landings, and at railroad stations; carefully observe and inspect all places of public amusement, all places of business having excise or other license to carry on any business; all houses of ill fame or prostitution, and houses where common prostitutes resort or reside; all lottery offices, policy shops and places where lottery tickets or lottery policies are sold or offered for sale; all gambling houses, cock pits, rat pits and public common dance houses, and to repress and restrain all unlawful and disorderly conduct or practices therein; enforce and prevent the violation of all laws and ordinances in force in said city; and for these purposes to arrest all persons guilty of violating any law or ordinance for the suppression or punishment of crimes or offenses."

ARREST ON CRIMINAL CHARGES.

Definitions.

2. A peace officer is a sheriff of a county, or his under-sheriff or deputy, or a consta-

ble, marshal, police constable, or policeman of a city, town or village. (Sec. 154, Code Crim. Pro.)

3. Section 668 of the Penal Code declares that the officers and agents of all duly incorporated societies for the prevention of cruelty to animals or children are peace officers within the provisions of Section 154 of the Code of Criminal Procedure. But Section 4 of Chapter 490, Laws of 1888, provides that no officer or agent of any society incorporated for the purpose of preventing cruelty to animals shall exercise any powers or functions conferred by Section 668 of the Penal Code until he shall have been first duly authorized in writing by the sheriff of the county wherein the same are to be exercised.

4. A crime is an act or omission forbidden by law, and punishable upon conviction by death, or imprisonment, or fine, or removal from office, or disqualification to hold any office, or disqualification to hold any office of trust, honor or profit under the State, or other penal discipline. (Sec. 3, Penal Code.)

5. A crime is either a felony or a misdemeanor. (Sec. 4, Penal Code.)

6. A felony is a crime which is or may be punishable by either death or imprisonment in a State prison. (Sec. 5, Penal Code.)

7. Any other crime is a misdemeanor. (Sec. 6, Penal Code.)

8. The following persons are Magistrates: The justices of the supreme court, the judges of any city court, the county judges and special county judges, the city judges of the City of New York, and the judges of the court of general sessions in the City and County of New York, the justices of the peace, the police and other special justices, appointed or elected in a city, village or town, and the mayors and recorders of cities. But in the City of New York the only Magistrates authorized to commit children to institutions are the justices of the supreme court, the recorder, the city judges of the City of New York, and judges authorized to hold the court of general sessions, and the police justices. (Sec. 147, Code Crim. Pro.)

9. A magistrate has power to issue a warrant for the arrest of a person charged with a crime. (Sec. 146, Code Crim. Pro.)

10. Arrest is the taking of a person into custody, that he may be held to answer for a crime. (Sec. 167, Code Crim. Pro.)

11. An arrest may be by a peace officer under a warrant; by a peace officer without a warrant; or by a private person. (Sec. 168, Code Crim. Pro.)

12. A warrant is an order in writing, in the name of the people of the State, signed by a magistrate, commanding the arrest of a defendant.

13. An habitual criminal is one who has been adjudged to be such by a court of

competent jurisdiction under authority of Section 690 of the Penal Code.

ARREST BY AN OFFICER UNDER A WARRANT.

14. Section 337 of the Charter provides as follows:

"The members of the police force shall possess in the City of New York and in every part of this State, all the common law and statutory powers of constables, except for the service of civil process, and any warrant for search or arrest, issued by any magistrate of this State, may be executed, in any part thereof, by any member of the police force, and all the provisions of sections seven, eight and nine of chapter two, title two, part four of the revised statutes, in relation to the giving and taking of bail, shall apply to this chapter.

15. Every person must aid an officer in the execution of a warrant, if the officer require his aid and be present and acting in its execution. (Sec. 169, Code Crim. Pro.)

16. If the crime charged be a felony the arrest may be made on any day, and at any time of the day or during the night. If it be a misdemeanor, the arrest cannot be made on Sunday, or at night, unless by direction of the magistrate indorsed upon the warrant. (Sec. 170, Code Crim. Pro.)

17. An arrest is made by an actual restraint of the person of the defendant, or by his submission to the custody of the officer. (Sec. 171, Code Crim. Pro.)

18. The defendant is not to be subjected to any more restraint than is necessary for his arrest and detention. (Sec. 172, Code Crim. Pro.)

19. The defendant must be informed by the officer that he acts under the authority of the warrant, and he must also show the warrant, if required. (Sec. 173, Code Crim. Pro.)

20. If after notice of intention to arrest the defendant, he either flee or forcibly resist, the officer may use all necessary means to effect the arrest. (Sec. 174, Code Crim. Pro.) The officer should have the warrant in his actual possession.

21. The officer may break open an outer or inner door or window of any building, to execute the warrant, if, after notice of his authority and purpose, he be refused admittance. (Sec. 175, Code Crim. Pro.)

22. An officer may break open an outer or inner door or window of any building, for the purpose of liberating a person, who, having entered for the purpose of making an arrest, is detained therein, or when necessary for his own liberation. (Sec. 176, Code Crim. Pro.)

23. If the crime charged in the warrant be a felony the officer making the arrest must take the defendant before the magistrate who issued the warrant. If that magistrate be absent or unable to act, the defendant must be taken before the nearest or most accessible magistrate in the same county. The officer must, at the same time, deliver to the magistrate the warrant, with

his return endorsed and subscribed by him. (Secs. 158, 164, Code Crim. Pro.)

24. If the crime charged in the warrant be a misdemeanor, and the defendant be arrested in another county, the officer must, upon being required by the defendant, take him before a magistrate in that county, who must admit the defendant to bail, for his appearance before the magistrate named in the warrant, and take bail from him accordingly. On taking bail the magistrate must certify that fact on the warrant, and deliver the warrant and undertaking of bail to the officer having charge of the defendant. The officer must then discharge the defendant from arrest, and, without delay, deliver the warrant and undertaking to the magistrate before whom the defendant is required to appear. (Secs. 159, 160, Code Crim. Pro.)

25. If, on the admission of the defendant to bail, as provided in the last paragraph, bail be not forthwith given, the officer must take the defendant before a magistrate as directed by the warrant, or some other magistrate in the same county, as provided in Section 164 of the Code of Criminal Procedure. (Sec. 161, Code Crim. Pro.)

26. If the warrant be issued by a justice of the Supreme Court, recorder, city judge or judge of a Court of General Sessions in the City and County of New York, or by a county judge, or by the recorder of a city where jurisdiction is conferred by law upon such recorder, or by a judge of the city court, it may be directed generally to any peace officer in the State, and may be executed by any of those officers to whom it may be delivered. (Sec. 155, Code Crim. Pro.)

27. If it be issued by any other magistrate, it may be directed generally to any peace officer in the county in which it is issued, and may be executed in that county; or if the defendant be in another county, it may be executed therein upon the written direction of a magistrate of such other county indorsed upon the warrant, signed by him with his name of office, and dated at the city, town or village where it is made, to the following effect: "This warrant may be executed in the County of Monroe" (or as the case may be). (Sec. 156, Code Crim. Pro.)

28. The defendant must in all cases be taken before the magistrate without unnecessary delay, and he may give bail at any hour of the day or night. (Sec. 165, Code Crim. Pro.)

29. A coroner's warrant (issued under Secs. 780 and 781, Code of Criminal Procedure) may be served in any county; and the officer serving it must proceed thereon, in all respects, as upon a warrant of arrest on an information, except that when served in another county it need not be indorsed by a magistrate of that county. (Sec. 782, Code Crim. Pro.)

30. A bench warrant may be served in any county, in the same manner as a warrant of arrest, except that when served in another county, it need not be indorsed by

a magistrate of that county. (Secs. 304, 478, Code Crim. Pro.)

31. A fugitive from justice may be apprehended under a warrant issued by the Governor of the State. The officer to whom is directed and entrusted the execution of the Governor's warrant must, within thirty days from its date, unless sooner requested, return the same and make return to the Governor of all his proceedings had thereunder, and of all facts and circumstances relating thereto. (Sec. 827, Code Crim. Pro.)

ARREST BY AN OFFICER WITHOUT A WARRANT.

32. Section 337 of the Charter provides as follows:

"The several members of the police force shall have power and authority to immediately arrest, without warrant, and to take into custody, any person who shall commit, or threaten, or attempt to commit, in the presence of such member, or within his view, any breach of the peace or offense directly prohibited by act of the Legislature, or by any ordinance made by lawful authority."

33. Section 311 of the Charter provides as follows:

"Any member of the police force may arrest without warrant any person who shall, in view of such member, violate, or do, or be engaged in doing or committing in said city, any act or thing forbidden by chapter nineteen (relating to the Department of Health) of this act, or by any law or by any ordinance the authority to enact which is given by this act or any other statute, or who shall, in such presence, resist or be engaged in resisting the lawful enforcement of any such law or ordinance or any official order made pursuant to any statute of this State. And any person so arrested shall thereafter be treated, disposed of and punished as any other person duly arrested for misdemeanor unless other provision is made for the case by law."

34. A peace officer may, without a warrant, arrest a person for a crime committed or attempted in his presence; when the person arrested has committed a felony, although not in his presence; or when a felony in fact has been committed, and he has reasonable cause for believing the person to be arrested to have committed it. (Sec. 177, Code Crim. Pro.)

35. To make an arrest, as provided in the last paragraph, the officer may break open an outer door or inner door or window of a building, if, after notice of his office and purpose, he be refused admittance. (Sec. 178, Code Crim. Pro.)

36. He may also, at night, without a warrant, arrest any person whom he has reasonable cause for believing to have committed a felony, and is justified in making the arrest, though it afterward appear that a felony had been committed, but that the

person arrested did not commit it. (Sec. 179, Code Crim. Pro.)

37. When arresting a person without a warrant the officer must inform him of the authority of the officer and the cause of the arrest, except when the person arrested is in the actual commission of a crime, or is pursued immediately after an escape. (Sec. 180, Code Crim. Pro.)

38. A peace officer may take before a magistrate a person who, being engaged in a breach of the peace, is arrested by a bystander and delivered to him. (Sec. 181, Code Crim. Pro.)

39. A prisoner, in custody under sentence of imprisonment for any crime, who escapes from custody, may be recaptured. (Sec. 84, Penal Code.)

40. A constable or police officer must arrest and bring before a court or magistrate having jurisdiction, any person offending against any of the provisions of Chapter III (Sections 287-293) of the Penal Code, which relates to abandonment and other acts of cruelty to children.

41. A constable or peace officer must arrest and bring before a court or magistrate having jurisdiction any person offending against any of the provisions of that title of the Penal Code (Secs. 655 to 669, inclusive) relating to cruelty to animals. Any person who shall interfere with or obstruct any officer or agent of a society for the prevention of cruelty to animals, in the exercise of his rights as such officer or agent, shall be guilty of a misdemeanor. (Sec. 668, Penal Code.)

42. All peace officers shall aid a corporation formed for the prevention of cruelty to children, or the prevention of cruelty to animals, its officers, agents and members in the enforcement of laws relating to or affecting children, or for the prevention of cruelty to animals. (Sec. 72, Membership Corporations Law.)

ARREST BY A PRIVATE PERSON.

43. A private person may arrest another for a crime committed or attempted in his presence; or when the person arrested has committed a felony; although not in his presence. (Sec. 183, Code Crim. Pro.)

44. A private person, before making an arrest, must inform the person to be arrested of the cause thereof, and require him to submit, except when he is in the actual commission of the crime, or when he is arrested or pursued immediately after its commission. (Sec. 184, Code Crim. Pro.)

45. A private person, who has arrested another for the commission of a crime, must without unnecessary delay, take him before a magistrate, or deliver him to a peace officer. (Sec. 185, Code Crim. Pro.)

46. For the purpose of surrendering the defendant, any surety, at any time before he is finally charged, and at any place within the State, may himself arrest him, or by a written authority indorsed on a certified copy of the undertaking, may empower any

person of suitable age and discretion to do so. (Sec. 591, Code Crim. Pro.)

47. When a policeman is asked to make an arrest for a crime not committed in his presence, he should tell the complainant to make the arrest and that he (the policeman) will take the prisoner before a magistrate. To do this it is not necessary that the complainant should touch the prisoner. The complainant need only say to the prisoner, "I place you under arrest." Then the policeman must take the prisoner before a magistrate or to the station house, in accordance with the rules of the Police Department. In court the complainant should sign the complaint.

HABITUAL CRIMINALS.

48. A person who has been adjudged an habitual criminal is liable to arrest summarily with or without warrant, and to punishment as a disorderly person, when he is found without being able to account therefor, to the satisfaction of the court or magistrate, either (1) in possession of any deadly or dangerous weapon, or of any tool, instrument or material, adapted to or used by criminals for the commission of crime; or (2) in any place or situation, under circumstances giving reasonable ground to believe that he is intending or waiting the opportunity to commit some crime. (Sec. 512, Code Crim. Pro.)

49. The person and the premises of every one who has been convicted and adjudged an habitual criminal shall be liable at all times to search and examination by any magistrate, sheriff, constable or other officer, with or without warrant. (Sec. 514, Code Crim. Pro.)

RETAKING, AFTER AN ESCAPE OR RESCUE.

50. If a person arrested escape or be rescued, the person from whose custody he escaped or was rescued, may immediately pursue and retake him, at any time, and in any place in the State. (Sec. 186, Code Crim. Pro.)

51. To retake the person escaping or rescued, the person pursuing may, after notice of his intention and refusal of admittance, break open an outer or inner door or window of a building. (Sec. 187, Code Crim. Pro.)

DISPOSITION OF PRISONERS.

52. Section 338 of the Charter provides as follows:

"In every case of arrest by any member of the police force, the same shall be made known immediately to the superior on duty in the precinct wherein the arrest was made, by the person making the same; and it shall be the duty of the said superior, within

twenty-four hours after such notice, to make written return thereof, according to the rules and regulations of the Police Department, with the name of the party arrested, the alleged offense, the time and place of arrest, and the place of detention. Each member of the police force, under the penalty of ten days' fine, or dismissal from the force, at the discretion of the police commissioner, shall, immediately upon an arrest, convey in person the offender before the nearest sitting magistrate, that he may be dealt with according to law. If the arrest is made during the hours that the magistrate does not regularly hold court, or if the magistrate is not holding court, such offender may be detained in a precinct or station house thereof until the next regular public sitting of the magistrate, and no longer, and shall then be conveyed without delay before the magistrate to be dealt with according to law. And it shall be the duty of the said police commissioner, from time to time, to provide suitable rules and regulations to prevent the undue detention of persons arrested, which rules and regulations shall be as operative and binding as if herein specially enacted, subject, however, to the order of the court committing the person arrested."

53. When an arrest is made by a member of the police force detailed to the Street Cleaning Department or to any other department of the city government (except the Health Department), the prisoner will be taken immediately to the station house of the precinct in which the arrest is made, where such prisoner will be properly searched and arraigned. But this rule shall not apply to an arrest made by a member of the detective bureau detailed to another department.

54. When a prisoner is taken to a station house in a precinct to which the arresting officer is not attached, the prisoner will be recorded on the Arrest and Aided Record as a "detained prisoner"; and the facts of the case will be reported at once by telephone to the precinct or squad to which the arresting officer is attached.

55. When an arrest is made by a member of the police force detailed to the Health Department during the hours when courts are open, the prisoner will be taken immediately before the nearest sitting magistrate. When an arrest is made during hours when courts are not open, the prisoner will be taken to the station house of the precinct in which the arrest is made, just as in the case of an arrest made by a member of the force attached to another department.

56. When an officer attached to a precinct makes an arrest in this city of a person wanted in another State for an offense committed therein, the arresting officer will at once take such prisoner to the detective bureau and place him in charge of the officers thereof, who thereafter will have entire charge of such case and all proceedings connected therewith.

57. Prisoners will be taken to such courts

as shall be directed in orders by the police commissioner, as provided by law.

NIGHT COURT.

(Manhattan and Bronx Only.)

58. Generally speaking, there should be sent to the night session of the court all cases in which a magistrate has summary jurisdiction, and every female prisoner who is not charged with committing a felony.

59. All persons charged with disorderly conduct or with violations of city ordinances, who are arrested after the closing of the day sessions, will be arraigned at the night session of the court.

60. All other persons arrested after the closing of the day sessions will be arraigned in the proper district court the following morning; and in cases of bail, the bonds will be made returnable at the proper district court the following morning.

61. All females arrested after the closing of the day sessions of the city magistrates' courts, excepting those charged with committing felonies, will be taken before the magistrate sitting in the night court.

62. Except in cases of felonies, when it is necessary to arrest women with nursing babies, they will hereafter be taken to the prison ward of Bellevue Hospital and not be confined in a cell at the station house.

63. When, because of intoxication or any other cause, a prisoner is not in a condition to understand or answer questions, or to comprehend the proceedings of the court, such prisoner will be taken to the station house. If the prisoner be intoxicated, he will be detained until he is sober, when he will be taken to court. If it be not clear that the prisoner is intoxicated, a police surgeon or an ambulance surgeon will be called promptly, and the prisoner will be treated at the station house or sent to a hospital, as the surgeon shall advise. While in the hospital the prisoner will be in the legal custody of the police. When the prisoner is in a fit condition, he will be taken to the court and charged with the offense for which he was arrested. If a person be arrested on a charge of intoxication and the surgeon shall decide it is not a case of intoxication, but that medical treatment is required, the person so arrested will not be held in custody as a prisoner; but will be sent to a hospital or to his home (if his home can be ascertained and be not too far distant), as the surgeon shall advise under the direct supervision of an officer detailed for that purpose by the commanding officer of the precinct or squad, to the station house of which the prisoner shall have been taken.

64. Whenever any member of the force shall find an unconscious person, who in such condition shall be sent to a hospital, the commanding officer of the precinct or squad will cause inquiry to be made as soon as such person shall have regained consciousness. If the facts shall not sooner

have been ascertained, as to the name, age and residence of such person and such other facts as may be necessary; and he will forward such information, as soon as ascertained, to the police commissioner.

65. To avoid delay in the transmission of United States mails the following rule will apply: If the driver of a wagon containing United States mail, or a person in charge of the United States mail, be charged with the commission of a crime less than a felony, no arrest will be made at the time. The police officer will take the name of the defendant, the name of his employer, and, if the defendant be a driver, the number of his wagon. The officer will notify the defendant to appear at a certain magistrate's court at a specified time and will also notify the defendant's employer of the facts. Proper entries will be made in the station house blotter. If a crime charged be a felony, an arrest will be made forthwith. In such case the arresting officer will accompany his prisoner to the place where he is to deliver the mail matter then in his custody, provided such destination be within the State of New York; and, after giving his prisoner opportunity to deliver his mail matter, will take him to the proper station house. If it become necessary for an arresting officer to leave the city, he should notify his commanding officer by telephone. In no case should a defendant charged with committing a felony be permitted to leave the State of New York. If the place of delivery of the prisoner's mail matter be out of the State, the arresting officer should communicate at once by the nearest telephone with the defendant's employer or the postoffice authorities, and have arrangements made for the delivery of the mail matter.

66. Whenever any omnibus driver, car driver, car conductor or motorman shall be arrested while he is in charge of such omnibus, car or the horses attached thereto, for a misdemeanor or the violation of a corporation ordinance, the arresting officer shall accompany his prisoner by the usual route of the omnibus, car or horses to the stable or depot thereof, prior to taking him to the station house. When the arrest is for a felony, this rule does not apply.

67. Whenever a female is arrested in a precinct to which no matron is attached, the prisoner will be taken directly to the station house designated to receive the female prisoners of the precinct in which the arrest is made. If such female prisoner be either actually or apparently under the age of 16 years, she will thereafter be transferred by the officer in charge of the station house to the proper society, as hereinafter provided.

68. Whenever a woman prisoner is brought to a station house, the desk lieutenant will forthwith summon a matron to perform such service in connection with the arrest as may be required. If the prisoner be held, she will be conducted to a cell by or in the presence of a matron, and will remain in her immediate care and

charge, subject to the officer in charge of the station house. When it can be avoided, not more than one female prisoner will be confined in one cell at one time. Female prisoners shall be kept separate and apart from the cells, corridors and apartments provided for male prisoners. There shall be no communication between male and female prisoners, except with the consent of the officer in command. The locks upon the doors of the corridors and cells used for female prisoners shall differ in size and pattern from all other locks used in the station house. No officer other than the matron shall be admitted to the corridor or cells where a female prisoner is detained, unless he be sent there by special direction of the officer in charge of the station house, and then he must be accompanied by the matron.

69. When a sick, injured or helpless woman is taken to a station house, she will be taken to a room other than the public sitting-room, and there treated and cared for only by a surgeon or the matron on duty, except in case where humanity or justice require the attendance of others.

70. Whenever it is necessary that there be an examination of the body or of the clothing of a female, such examination will be made by a matron, under the direction of the officer in command, and with the least possible publicity.

71. Subdivision 6 of Section 291 of the Penal Code provides as follows:

"No child under constraint or conviction, actually or apparently under the age of sixteen years, shall be placed in any prison or place of confinement, or in any courtroom, or in any vehicle for transportation in company with adults or charged with or convicted of crime."

72. Every female prisoner actually or apparently under the age of sixteen years on being taken to a station house, if the children's court be not then in session, shall be at once transferred therefrom, by the officer in charge, to the custody of the New York Society for the Prevention of Cruelty to Children, if the arrest be made in the Borough of Manhattan or in the Borough of The Bronx; to the Brooklyn Society for the Prevention of Cruelty to Children, if the arrest be made in the Borough of Brooklyn or in the Borough of Queens; or to the Richmond County Society for the Prevention of Cruelty to Children, if the arrest be made in the Borough of Richmond. (Section 6, Chapter 120, Laws of 1888, as amended by Chapter 90, Laws of 1891.) A proper record of such transfer will be made in the blotter and in the morning returns.

73. A similar disposition shall be made of male prisoners actually or apparently under the age of sixteen years. A proper record of such transfer will be made in the blotter and in the morning returns.

74. Whenever a child actually or apparently under the age of sixteen years shall be arrested, and also whenever an arrest is made of a person charged with a criminal offense against a child actually or appar-

ently under the age of sixteen years, or with a violation of any law relating to or affecting children, notice of such arrest, setting forth the name of the person arrested and the offense charged, must be transmitted immediately to the proper society for the prevention of cruelty to children. The offices of said societies are connected with police headquarters by telephone, and messages can be sent to them at any hour. The parents or guardian of such child must also be notified immediately.

75. When complaint is made of crime committed upon the person of a child actually or apparently under the age of sixteen years, if the court be not in session, such child must be taken immediately to the proper society for the prevention of cruelty to children for examination by physicians of that organization. If the court be in session, the proper society will be notified of the facts of the case immediately and before starting for court with the complainant and the prisoner.

76. Whenever, under any provision of law, a child under sixteen years of age, unless jointly charged with one or more persons above that age, is taken into custody, it shall be the duty of the officer having the child in charge, and at the earliest time when a justice will be present, to take such child before the children's court, and shall not take said child, knowingly, to any city magistrate's court or before any city magistrate, except for the purpose of giving bail. (Sec. 1418, N. Y. City Charter.)

77. When any person charges another with the commission of a crime and insists that the person charged be taken into custody and the circumstances appear to warrant an arrest, the police officer shall take the accused to a city magistrate's court or to a station house, as the case may be, at the same time requiring the accuser to accompany him as a complainant. If a citizen has made an arrest, a police officer shall, on request, take the prisoner to a station house or to a city magistrate's court; provided the person who made the arrest accompanies the prisoner and the police officer. In each of the foregoing cases the complaint made in court against the prisoner should be signed by the citizen, not by the police officer.

78. Members of the police force must not render any assistance in civil cases, except to prevent a breach of the peace or to quell a disturbance actually commenced.

79. Members of the police force will not be allowed to apply for, or to execute a warrant of arrest or a search warrant, except on consent of their respective commanding officers.

80. Only the name of the officer who actually makes an arrest will be entered on the blotter as that of the arresting officer. This rule does not prohibit the making of a proper record showing what any other member of the force does in connection with the case. The arresting officer must appear in court with his prisoner.

81. On arrival at the station house each

prisoner will be searched under the supervision of the lieutenant at the desk, who will be held responsible for the making of a proper search and for the custody of all articles taken from the prisoner. Male prisoners will be searched by the officers making the arrests, and female prisoners by the police matrons. The lieutenant at the desk will enter in the desk blotter, in the body of the entry relating to the arrest, a complete list of the articles taken from each prisoner, and will deliver said articles to the arresting officer when he starts to arraign his prisoner before a magistrate, taking the officer's receipt therefor.

82. If at the time of his arrest a pistol or any of the instruments or weapons described in Sections 410 or 411-a of the Penal Code be found on the person of a prisoner, the arresting officer will state such facts to the magistrate before whom the prisoner is taken; and will make against his prisoner such additional complaint as will lie in the premises.

83. At the time of arraignment in station house of prisoners charged with violations of the motor vehicle law, the license numbers and registration seals of automobiles and the license badges of chauffeurs will be verified through the Bureau of Information at police headquarters in the Borough of Manhattan. If it be found that reason therefor exist, additional complaints will be made under Subdivision 7 of Section 2, or under Subdivision 4 of Section 5 of the motor vehicle law, as the case may be.

84. The duties of members of the police force with respect to taking bail are set forth in a pamphlet entitled, "Taking Bail," issued by the police department under date of January 1, 1908.

85. When a person arrested is, at the time of such arrest, in charge of any animal, or of any vehicle drawn by or containing any animal, any agent or officer of the Society for the Prevention of Cruelty to Animals or any police officer may take charge of such animal and of such vehicle and its contents, and deposit the same in a safe place of custody. All necessary expense incurred in taking charge of such property shall be a charge thereon. (Sec. 656, Penal Code.)

86. All cases involving extradition will be turned over at once to the Detective Bureau.

EXECUTION OF SEARCH WARRANTS.

87. A search warrant is an order in writing, in the name of the people, signed by a magistrate, directed to a peace officer, commanding him to search for personal property, and bring it before the magistrate. (Sec. 791, Code Crim Pro.)

88. A search warrant may, in all cases, be served by any of the officers mentioned in its direction, but by no other person, except in aid of the officer, on his requiring it, he being present and acting in its execution. (Sec. 798, Code Crim. Pro.)

89. The officer may break open an outer or inner door or window of a building, or any part of the building, or anything therein, to execute the warrant, if, after notice of his authority and purpose, he be refused admittance. (Sec. 799, Code Crim., Pro.)

90. He may break open any outer or inner door or window of a building for the purpose of liberating a person who, having entered to aid him in the execution of the warrant, is detained therein, or when necessary for his own liberation. (Sec. 800, Code Crim. Pro.)

91. The magistrate must insert a direction in the warrant that it be served in the daytime, unless the affidavits be positive that the property is on the person or in the place to be searched; in which case he may insert a direction that it be served at any time of the day or night. (Sec. 801, Code Crim. Pro.)

92. A search warrant must be executed and returned to the magistrate by whom it was issued, if issued in the City and County of New York, within five days after its date, and if in any other county, within ten days. After the expiration of those times respectively the warrant, unless executed, is void. (Sec. 802, Code Crim. Pro.)

93. When the officer takes property under the warrant, he must give a receipt for the property taken (specifying it in detail), to the person from whom it was taken by him, or in whose possession it was found, or in the absence of any person, he must leave it in the place where he found the property. (Sec. 803, Code Crim. Pro.)

94. When the property is delivered to the magistrate, he must, if it was stolen or embezzled, dispose of it as provided in Sections 687 to 689 of the Code of Criminal Procedure, both inclusive. If it were taken on a warrant on the grounds stated in the second and third subdivisions of Section 792 he must retain it in his possession, subject to the order of the court to which he is required to return the proceedings before him, or of any other court in which the offense, in respect to which the property was taken, is triable. (Sec. 804, Code Crim. Pro.)

95. The officer must forthwith return the warrant to the magistrate and deliver to him a written inventory of the property taken, made publicly, or in the presence of the person from whose possession it was taken, and of the applicant for the warrant, if they be present, verified by the affidavit of the officer, and taken before the magistrate, to the following effect: "I, A. B., the officer by whom this warrant was executed, do swear that the above inventory contains a true and detailed account of all property taken by me on the warrant." (Sec. 805, Code Crim. Pro.)

96. A peace officer, who, in executing a search warrant, wilfully exceeds his authority, or exercises it with unnecessary severity, is guilty of a misdemeanor. (Sec. 812, Code Crim. Pro.)

97. Under authority of Section 665 of the Penal Code, a magistrate may issue a warrant authorizing a police officer to enter

and search a building or place, and to arrest any person there present found violating any of the laws relating to or in anywise affecting animals, and to bring such person before the nearest magistrate of competent jurisdiction, to be dealt with according to law.

SERVICE OF SUBPOENAS.

98. A peace officer must serve, in his county, city, town or village, as the case may be, any subpoena delivered to him for service, either on the part of the people or of the defendant; and must make a written return of the service, subscribed by him, stating the time and place of service, without delay. The subpoena may, however, be served by any other person. (Sec. 614, Code Crim. Pro.)

99. A subpoena is served by delivering it, or by showing it, and delivering a copy thereof, to the witness personally. (Sec. 615, Code Crim. Pro.)

RULES OF THE DEPARTMENT.

RULE 45.

1. The following rules for "Patrolmen" are hereby made part of the Police duty of all members of the Force of every rank so far as they are applicable:

2. The rules

General

Arrest

Uniform

Equipment

and the

Charter

Code of Ordinances

Penal Code

Code of Criminal Procedure

will especially be carefully studied by all members of the Force and rigidly obeyed and enforced so far as it applies to them.

3. It is the duty of Policemen at all times, both day and night, to preserve the peace, prevent crime, detect and arrest offenders and enforce all laws and ordinances that relate to Police, Health, Tenement House and Criminal Procedure.

4. The first duty of a Patrolman is to patrol. While on patrol he shall constantly patrol his post and follow the curb line; must not stand, walk nor converse with Policemen or citizens, except in Police business, which if not immediate will be referred to the station house; must not loiter, lounge or sit while on patrol, but will at all times maintain an erect, Policeman-like position.

5. He shall devote his whole time and attention to the business of the Department, and is prohibited from following any other calling or being engaged in any other business.

6. Patrolmen shall report their place of

residence and every change thereof, within 24 hours after such change has been made, stating whether they reside in a house, tenement or apartment; if in a tenement or apartment they shall state the floor they reside on.

7. They shall also promptly report any change in their social condition.

8. Patrolmen (except those attached to the offices of the Courts of Justice) will not be allowed to apply for nor execute a warrant of arrest or search without the consent of their respective commanding officers.

9. They must not render any aid in civil cases, except to preserve the peace.

10. Patrolmen are prohibited from recommending to prisoners or to the victims of accidents the employment of any person as attorney or counsel and are forbidden to suggest or name any lawyer or other person to a prisoner with a view to his defense at any time after the arrest is made.

11. Each Patrolman shall be civil and respectful to his officers, associates and citizens; when addressed by an officer or a citizen he will assume and maintain the position of attention during the conversation.

12. While on patrol duty at night he shall frequently examine all doors, low windows, areas, area gates and gratings of buildings on his post; be particular to note the time all persons of known bad character frequent his post; investigate all suspicious circumstances that may present themselves to him, such as hacks standing on his post or passing over his post at night without lamps lighted; persons passing late at night with bundles, or persons loitering about or acting in a suspicious manner.

13. If on duty on a post where houses of ill-fame are suspected to exist, he should be careful to restrain acts of disorder, prevent soliciting from windows, doors or on the street, and arrest all persons found so doing; also carefully observe all suspected gambling houses or other places of a suspicious nature, obtain evidence as to the character and ownership of such houses, note by whom frequented and report result of his observation to his Commanding Officer.

14. Patrolmen while on duty must not enter any house nor leave their post, except in discharge of Police duty. If required by any person under any circumstances to leave post in discharge of Police duty, they will, except in great emergencies, first enter in their memornadum book the time and at whose request they left post, as follows: "Left post at — o'clock at request of —," and will complete the entry of all the facts of leaving post and the time of their return thereto as soon as they have returned to post.

15. They will also report the same to the first Lieutenant or Sergeant of their Precinct whom they may meet thereafter, giving the time and circumstances of such call, and the time of return to post; they will also make report at the station house.

16. Patrolmen shall at all times while on duty be provided at their own expense with a small blank memorandum book and pencil, in which shall be promptly and accurately entered the names and addresses of persons arrested by them, and such particulars in each case as may be important or needed on the trial; also all matters of importance relative to the performance of their duties. At the close of each tour of duty these books will be turned over to the Lieutenant on desk duty for examination and certification by signature.

17. If a Patrolman on post requires the aid of another Patrolman from the adjoining post, he will, in ordinary cases, give two blasts of his whistle, which will be answered in like manner, when the Patrolman making the call will again give a single blast of his whistle.

18. It will be deemed "Neglect of Duty" on the part of any Patrolman carelessly to lose his shield or any other insignia of office, or neglect to report such loss immediately thereafter to the officer in command at the station house.

19. Whenever any person shall come into charge of the Police by reason of illness or injury, and shall require aid or assistance, and the case is one which should be sent to hospital, such person shall be sent to the nearest hospital which will furnish ambulance service and has telephone connection with the Police Department. Any reasonable request of a sick or injured person shall be given proper attention.

20. All dead animals found in the streets or public places during day tours by members of the Force, shall be forthwith reported by signal box, or personally, at the station house. Dead animals so found during night tours shall be reported at the expiration of such tour.

21. If any Patrolman observes in the street anything of a dangerous character, or likely to occasion public inconvenience, or anything which seems to him irregular or offensive, he shall report the same immediately on his return to the station house, with full particulars of the case and his action thereon.

22. Members of the Force must be vigilant in the matter of malignant, infectious or epidemic diseases, and promptly report all such cases coming to their knowledge.

23. Patrolmen will exercise particular caution in making arrests, not only because a false arrest renders them personally liable, but also because it is convictions which count on their record, not mere number of arrests.

24. Patrolmen detailed for special duty, unless otherwise individually ordered, will report themselves to the Captain or Lieutenant in command of their respective Precincts or Squads each and every day, as directed.

25. Patrolmen will report all dispositions of cases wherein arrests have been made, immediately upon their return from court; also the name of the Magistrate or Justice sitting; the name of the Court; if the case

comes up in Special Sessions, the name of the Presiding Magistrate will be given.

26. Patrolmen who make arrests must not turn over the prisoner to another member of the force to arraign in court. In all cases the Policeman who makes the arrest must go to Court and give his evidence.

27. Every Patrolman will make notes in his memorandum book of all suspicious places on his post, particularly those which may be disorderly or used for gambling, either from the coming and going of men or for other reasons. These notes will be certified by the Lieutenant and reported to the Captain. If a Patrolman can thus show that he has made report he protects himself and places responsibility where it belongs.

28. Patrolmen will report to their Captains daily all accidents that occur on any street, avenue or sidewalk that may come under their notice, whether on or off duty, whether within or without their own post, beat or Precinct. In such cases the Patrolman will ascertain and report the name, age, sex, nationality, residence or destination of the person injured; approximate height and weight; whether married or single, sober or intoxicated; together with the date and precise place of the accident, the nature of the injury and the full particulars thereof, and a general description of the person or persons injured.

29. In all cases of accidents involving collisions, damage to City property or to the property of others on the water, claims for salvage to City property, etc., the Police officer becoming cognizant thereof will report same to the station house of the Precinct to which he is attached, to be forwarded promptly to the office of the Corporation Counsel. The Policeman becoming cognizant of such occurrence will, in taking the names and addresses of witnesses, instruct said witnesses to report to the office of the Corporation Counsel in order that their statements may be secured.

30. Patrolman will collect at once from the bystanders the names and addresses of all persons who saw or know particularly concerning an accident, and report the same with his report of the accident itself.

31. Patrolmen and officers of Precincts will carefully observe whether street lamps are lighted and burning. If any gas or electric lamps are found not burning, which are in condition to burn, they are to be immediately lighted by the Patrolmen. Patrolmen will report at the desk, at the expiration of each tour of night duty, the location of each lamp in condition to burn, found not burning, and the hour when the same was lighted by the Patrolman; also all lamps found broken or not in condition to burn and the cause thereof.

32. Members of the Force, in their respective Precincts, in case of any break or leakage of the water pipes or gas pipes, or sewers in the street, or in connection with any house, store or other building or premises, will notify the occupant thereof, as promptly as possible, of the existence of

such break or leakage, and that the same must be repaired at once, and at once report the same to the officer in command, who will report the same to Police Headquarters.

33. It is the duty of any member of the Police Force who shall discover any balcony or ladder of any fire escape encumbered to notify the occupant or occupants of the premises of which such fire escape form a part, to remove such obstructions, and if not complied with, to obtain warrants for the arrest of parties so notified, and the officer will, when giving notice for removal of obstructions, take memorandum, setting forth the name of parties notified, the time and date such notice was given and report the same to the Officer in charge of the desk at the station house, who will make full entry of the report on the blotter.

34. It is the duty of members of the Force to arrest all persons found committing any of the following offenses:

35. Selling or offering to sell, giving away, or offering to give away, or having in his or her possession, with or without intent, to sell or give away, any obscene and indecent book, pamphlet, paper drawing, lithograph, stereoscopic picture, model, cast, instrument, or article of indecent or immoral use, or medicine for procuring abortion.

36. It is not lawful to exhibit to the public in any building, garden, grounds, concert room or other place or room within the City of New York, any entertainment of the stage or any equestrian circus or other dramatic performance; or any performance of jugglers, rope-dancing or acrobats, until a license for the place of such exhibition for such purposes shall have been first had and obtained, as provided by law, and it is the duty of Policemen to enter, at any time, such places of amusement and to arrest any person or persons so offending, and to convey them forthwith before a City Magistrate.

37. The proprietor, occupant, or lessee of any place where acrobatic exhibitions are held, who permits any person to perform on any trapeze, rope, pole or other acrobatic contrivance, without network or other sufficient means of protection from falling or other accident is guilty of a misdemeanor; and Policemen learning or knowing of any commission of these offenses shall immediately arrest, or cause to be arrested, the person so offending.

38. Concert rooms or places, whether in buildings, gardens, grounds or other places licensed as concert halls or concert rooms, or places in which concerts may be given, shall be closed at 12 midnight, and shall not again be opened for public purposes before 5 o'clock in the morning.

39. It shall not be lawful to exhibit on the first day of the week, commonly called Sunday, in any building, garden, grounds, concert room or other rooms or places licensed by the Police Commissioner, any interlude, tragedy, comedy, opera, ballet, play, farce,

negro minstrelsy, dancing of any kind, or any entertainment of the stage, or any part or parts therein, or any equestrian circus or dramatic performance, or any performance of jugglers, acrobats or rope-dancing.

40. It shall not be lawful to sell, deliver or give away, or cause or permit or procure to be sold, delivered or given away, any liquors, in any room, building, garden, grounds, concert room or other place or room licensed by the Police Commissioner, between the hours of 12 midnight on Saturday and 5 o'clock in the morning of Monday. The term liquors, as used, includes and means any distilled or rectified spirits, wines, fermented and malted liquors.

41. It shall not be lawful to employ or permit the attendance of any female to wait upon or attend in any manner, or to furnish refreshments to the audience or spectators, or any of them, at any of the exhibitions or performances in any building, room or other place which is licensed by the Police Commissioner. Nor shall it be lawful for the performers in any concert room, or other place licensed by the Police Commissioner, to mix with the audience or spectators at any entertainment or exhibition in which such performers shall take part.

42. It shall not be lawful to admit to any exhibition held under authority of a license any minor under the age of 16 years, unless such minor is accompanied by and is in the care of some adult.

43. It shall not be lawful to sell, offer or expose for sale or give away any liquor:

1st—On Sunday, or before 5 o'clock in the morning on Monday; or

2d—On any other day between 1 o'clock and 5 o'clock in the morning; or

3d—On any date of a general or special election, or town meeting, or village election, within one-quarter of a mile of any voting place, while the polls shall be open; unless such special election is held for a legislative office within the City limits of a City, and shall only apply to the territory within which the special election is held and to a distance of two hundred and fifty feet in every direction from every boundary of said territory.

44. Hotel keepers holding a liquor tax certificate, may sell liquor to guests with their meals, or in their rooms therein, except between the hours of 1 o'clock and 5 o'clock in the morning, but not in the bar-room or other similar room of such hotel; and the term "hotel" shall mean a building regularly used and kept open as such for the feeding and lodging of guests.

45. Whenever a dead human body is found in the water or in or upon any street, alley, park, pier, public or other place in the City of New York, or comes to the notice or observation of any member of the Force, such member shall immediately ascertain full particulars in connection therewith, notify station house and Coroner, and, until the necessary order has been issued by the Coroner, will see that no

person shall "touch, remove or disturb the body," nor "touch, remove nor disturb the clothing nor any article upon or near such body."

46. After the necessary order has been issued by the Coroner, if the Coroner takes no action, the Police will obtain full and complete description of body and clothing, contents of pockets, etc., and any marks by which the body may be identified, make immediate report to station house, and cause the body to be removed to the morgue or otherwise properly and decently disposed of.

47. If the body is known, have the relatives notified. When bodies are searched, it should be done in the presence of a witness if possible; and if money or any property of any value is found, it should be turned over to the officer on desk duty, who shall keep it safely for proper disposition.

48. When a dead human body is found, members of the force will under no circumstances send for an ambulance for the purpose of having said body "officially" pronounced dead.

49. Any member of the Force granting a Police Emergency Permit for openings in street, will, at the end of his tour, make a written report to his Commanding Officer of his action, giving the name of the person or corporation to whom the permit was granted, the location of the opening, and the nature of the emergency that warranted granting the permit. These permits are to be issued in cases of extreme emergency only.

50. Every ambulance or other vehicle used for the transportation of sick and wounded persons or animals shall be entitled to the right-of-way over all other vehicles upon every public street, highway and place. Any person who shall wilfully interfere with or retard or obstruct or impede the progress of any such ambulance or vehicle thereon, or who shall wilfully injure the same, or wilfully drive any vehicle into collision therewith, is guilty of a misdemeanor.

51. Members of the Force shall, when called upon, aid the persons in charge of such ambulance or vehicle in placing sick or wounded persons or animals therein, and in the enforcement of the provisions of the laws relating to ambulances.

52. Nothing in this rule contained shall affect the existing right-of-way of the United States Mail, or of the officers, men and fire apparatus of the Fire Department or Insurance Patrol.

53. Patrolmen will promptly report the name and residence of the owners of unlicensed dogs at the station house.

54. The members of the Force will render every legal assistance to the members and agents of "The American Society for the Prevention of Cruelty to Animals" and the "Humane Society," in all lawful efforts to enforce the laws enacted for the protection of dumb animals. It is their duty as Policemen, in every case of cruelty to animals occurring in their view or to which their attention shall be called by any person willing to make the charge, promptly to ar-

rest the offending person, and cause such person to be arraigned and prosecuted before the proper Magistrate.

55. Members of the Force will arrest any person who abandons or attempts to abandon any animal to die, and report all facts therewith at the station house and to the above said societies.

56. Patrolmen must report daily all violations of Corporation Ordinances, together with all complaints of such violations and the nature of the complaint.

57. Patrolmen will immediately, upon receipt of information from any source of an unusual or important casualty, crime or other Police occurrence, transmit to his Commanding Officer all information relative thereto received by him, and will continue such transmission from time to time as further particulars are received.

58. Patrolmen shall report to their respective officers all matters of importance relative to their duties at all times, accidents, homicides, attempted suicides, burglaries, assaults and other violations of the law occurring on their posts or requiring their action.

59. The ends of justice are often defeated in cases of homicide owing to the insufficiency of evidence. It is the duty of members of the force to be particularly careful to note all the declarations of persons who have been victims of murderous assault.

60. In cases of homicide, prevent all persons from entering upon the scene of the crime until the Coroner appears.

61. In cases of violence other than homicide when it is possible that the criminal may have left his finger impressions on some article, members of the force shall prevent all persons from entering upon the scene of the crime until an officer from the Detective Bureau appears.

62. Charges will be made against any patrolman who shall, through neglect of duty, fail to discover a homicide, burglary, accident, fire or serious breach of the peace committed on his post during his tour of duty, or who shall neglect to take proper measures to arrest any person guilty of such offenses.

(This rule was modified by Commissioner Cropsey, so that perfunctory charges are no longer to be made.)

63. Patrolmen shall note the location of all fire alarm and signal boxes on or near their posts, and also of telephone stations, so as to be able in case of emergency to immediately notify the station house and send fire alarm.

64. When signal boxes are located in precincts, they will be used in emergency cases only; each patrolman will be furnished with a key and will be held responsible for same, and for any injury to signal-boxes during their respective tours of duty.

65. Patrolmen on post where fire houses are located will see that the doors are locked and no persons allowed in the building after the firemen have left to respond to a fire call.

66. It shall be the duty of Patrolmen to enforce the provisions of the Sanitary Code,

Department of Health, particularly Sec. 178, which prohibits spitting on sidewalks, etc.

67. Meats to be used as human food shall not be carted or carried through the streets or avenues unless covered so as to protect it from dust and dirt, and no meat, poultry, game or fish shall be hung or exposed for sale in any street or outside of any shop or store, or in the open doorways or windows thereof, in the City of New York.

68. No candies or confectionery shall be kept, sold or offered for sale, outside of a building in the City of New York, or in any street, or public place, unless they are kept properly covered so that they shall be protected from dust and dirt.

69. Patrolmen will be held responsible for the strict enforcement of the following provisions of laws and ordinances on their respective posts:

70. Ashes and garbage to be kept in separate receptacles. Said receptacles not to be filled within four inches of the top. Unauthorized persons to be prevented from interfering with said receptacles or the contents thereof.

71. Streets and sidewalks not to be encumbered by goods, merchandise, boxes, bales, etc., or unused vehicles.

72. Storekeepers, householders, etc., to be prevented from sweeping the dust from their premises on to the sidewalks unless the same is swept into the gutter and there piled before 8 A. M.

73. Dirt, paper, etc., not to be thrown into the street.

74. Patrolmen assigned to traffic duty, to duty in connection with Health Department, or to any other special duty, must not neglect to perform any other kind of Police duty that comes to their notice.

75. Although Patrolmen are by the rules and regulations of the service relieved at certain hours from the actual performance of duty on ordinary occasions, yet they are held to be **at all times on duty**, and must be prepared, while relieved as aforesaid, to act immediately on notice that their services are required.

76. Patrolmen must not walk together, nor talk with each other when they meet on the confines of their posts, unless to communicate information appertaining to their police duties; and in such case they must make the communication as brief as possible.

77. A patrolman must not walk nor talk with citizens while on patrol duty, except on Police business; then he will stand and hear what the business is; if it requires his immediate attention, attend to it; if not, he will direct the person or persons seeking information to the station house.

78. Patrolmen compelled to leave their posts for reasons other than the discharge of their duties, will, prior to so doing, telephone to the Precinct station house, from the nearest signal-box, and obtain the permission of the Lieutenant, and will report to the Lieutenant in the same manner their return to post.

79. Patrolmen when in attendance for the purpose of appearing as witnesses before

the Grand Jury, or any Courts, must not leave the waiting-room before they are called for examination or otherwise authoritatively relieved.

80. Patrolmen who may be charged with or arrested for alleged misdemeanors shall, in writing, before the Magistrate, elect to be tried by the Court of General Sessions, to the end that a Grand Jury investigation may be had.

81. Patrolmen must not compound any offense committed against their persons or property, or withdraw any complaint unless permitted by the Police Commissioner.

82. When belts are not worn during the night time the baton shall be carried in the hand. Patrolmen shall not swing or toy with their batons, but shall carry them as inconspicuously as possible.

83. All Patrolmen carrying a night baton will use the same when requiring assistance, as well as the whistle, when necessary.

84. Charges will be preferred against any member of the Force who shall discharge his pistol or use his club except in self-defense.

85. Manuals, shields, fire keys and patrol-box keys are the property of the Department, and each Patrolman is required to have the same at all times in his possession, and it will be deemed "Neglect of Duty" on the part of a Patrolman to lose or neglect to immediately notify his Commanding Officer of the loss of any of the above property.

86. When lost, abandoned or stolen property of a highly inflammable or dangerous character or nature is discovered by or comes into the custody or possession of any Patrolman, it shall be the duty of such Patrolman to report the same at once to the Officer in command at the station house in his Precinct.

87. All stray animals coming into the custody of the Police shall be, as soon as practicable, reported to Police Headquarters and instructions obtained.

88. When articles of property of any description which should go to the Property Clerk come into the possession of any Patrolman, the latter will furnish to his Commanding Officer a thorough description of such property on the proper blank, making a special note of all marks of identification; and in case of revolvers—make and number, and in case of watches—name and number of case and works will be given.

89. When property is held by the Property Clerk as evidence, the Policeman having charge of the case will forward a full report in writing of the disposition thereof by the Court.

90. In the event of a Patrolman finding, in the streets or elsewhere, perishable property which has been abandoned, he will cause it to be brought to the station house for disposition.

91. All loaded firearms coming into the possession of the Police Force shall, before delivery to the Property Clerk, be discharged without unnecessary delay at or near the station house, unless the same shall

be required for evidence, under direction of the Commanding Officer of the Precinct.

92. A Patrolman on post must not consider himself in any wise less obligated to aid pedestrians in crossing the streets, to enforce the rules of the road against all manner of vehicles, to prevent fast or reckless driving or to do all other acts looking to the safety of citizens and property on the streets. The Department will hold an Officer on post as strictly accountable as those directly connected with the traffic squad for any neglect of duty on the lines above set forth.

93. Any person has power to make an arrest for a crime committed in his presence and may deliver his prisoner to a peace officer. (See under "Arrests.")

94. When a Policeman is requested to make an arrest for a crime not committed in his presence he should tell the complainant to make the arrest, and then he, the Policeman, will take charge of the prisoner. It is not necessary that the complainant should touch the prisoner; he need only inform the prisoner that he is under arrest. In Court the Policeman should not sign the complaint, but have the complainant do so.

95. Members of the Force wishing advice as to the proper presentation of evidence in the Magistrates' Courts or needing assistance in the presentation of their cases, will communicate directly with the office of the Third Deputy Police Commissioner at the earliest possible moment.

96. The Police Commissioner will assist Policemen in every way possible, and wants to have cases presented to the Magistrates in such manner that all proper evidence shall be brought out.

97. Unless otherwise directed, Patrolmen, during the last five minutes of a tour of patrol, will remain near the relieving point.

LOST CHILDREN AND FOUNDLINGS.

RULE 73.

1. Whenever a member of the Force discovers or has his attention called to a lost child, he shall make inquiry in the immediate vicinity and endeavor, to ascertain the residence of the parents or guardians of said child; failing to do so, he shall bring the child to a station house and place it in charge of a Matron.

2. Whenever a member of the Force discovers a foundling or has his attention called to the discovery of a foundling anywhere in the City, he shall immediately have the same conveyed to the nearest station house where the officer in charge will enter a description of the child and of its clothing and such other available particulars as may be necessary or pertinent to the case, and have the child taken by the shortest possible route to a designated institution and there delivered to some person assigned by the Commissioner of Charities to receive such children.

3. Whenever a foundling is brought to

a Police Station, Blanks Nos. 30, 44 and 149 will be properly filled out by the officer in charge, and disposed of by him as follows, viz.:

4. Blank No. 30 will be delivered to the person in charge of the designated institution who receives the child.

5. Blank No. 44 will be forwarded to the Department of Charities through Police Headquarters.

6. Blank No. 149 will be forwarded to Police Headquarters.

7. In case the said foundling is discovered by any person other than a member of the Force, the said member will require such person to accompany him to the station house with the foundling in order that he or she may make affidavit as to the finding of the child and having such affidavit sworn to.

8. Patrolmen shall give efficient aid to the officers or agents of the Society for the Prevention of Cruelty to Children in all lawful efforts to enforce the laws relative to minors and make arrests for violations of same. A person who obstructs or interferes with any officer or agent of said society in the exercise of his authority is guilty of a misdemeanor.

9. It will be the duty of the officers in command to telephone immediately to Police Headquarters the name, if possible, and description of all lost children brought to the station house.

10. A record shall be kept at each station house of all lost children received thereat, showing the number reclaimed at the station house, the disposition of each, the age, sex and color of each child; the nationality of the parents of each child reclaimed at the station house by such parents.

11. The number and sex of lost children and the disposition made of them at each station house shall be entered on the daily morning returns made to Police Headquarters.

12. All lost children over the age of two years so received during the day or night, not claimed before 9 P. M., by some person entitled to their custody, shall be sent to the Society for the Prevention of Cruelty to Children, and those under the age of two years shall be placed in charge of the Department of Charities.

13. With each child sent from the station house to the children's society, shall be transmitted a statement giving child's pedigree, if possible.

FIRE, RIOT AND OTHER EMERGENCIES.

RULE 74.

1. In case of fire, riot or other sudden emergency requiring the services of the Police, the Captain of the Precinct in which such fire, riot, etc., may occur, shall forthwith proceed to the scene of the same, with his whole reserve force, or such part thereof as he may deem necessary to perform

such Police duty as the nature of the emergency may demand.

2. In case of fire or disturbance in any precinct, the ranking officer in grade or seniority, of each Precinct present shall have command of the Force detailed thereto; if the fire or disturbance extend to more than one Precinct the ranking officer present shall command.

3. It shall be the duty of all officers and men of the Police Department to co-operate with the officers and men of the Fire Department for the protection of life and property at fires.

4. If it shall appear at any time to the officer in command of the Police Force at a fire, or if he shall be notified by the officer in command of the forces of the Fire Department, that by reason of danger from unsafe or falling walls, spread of fire, explosions, or from any other cause, it is necessary that travel through any of the streets adjacent to the fire, shall be stopped, said officers shall at once adopt such measures as may be necessary to avert such danger.

5. In carrying out this rule care must be taken that the rights and privileges of citizens, business interests or public travel and traffic shall not be interfered with and obstructed any longer than public safety may require.

6. Any person, except as hereinafter mentioned, not provided with the approved badge, must be excluded from and not allowed to pass within the police lines at fires.

7. The fire-line badge does not, under any circumstances, authorize admission to buildings, and any one attempting to use it for that or any other purpose than obtaining admission to the streets within the fire lines, must have the badge taken from him and be ejected from the lines.

8. This rule shall not apply to the Mayor, members of the Board of Aldermen, heads of departments, uniformed firemen and insurance patrolmen, or to the officials of the Fire Department carrying their badge of office.

9. Members of the force on duty at a fire will be very particular as to those attempting to pass through the firelines, and will carefully examine the badges, or any other alleged authority, for passing.

10. No person except those holding fire-line badges will be allowed inside the fire lines, except members of the Police and Fire Department, Post Office Department, and Fire Patrol while in proper performance of their duties in the vicinity of the fire.

11. Whenever a Patrolman discovers, or has his attention called to a fire requiring an alarm to be sent, he shall immediately hasten to the nearest signal-box and send in an alarm; he will cover the signal-box with some person, to direct the fire apparatus to location of fire; immediately notify the Lieutenant on desk duty at the station house the location of fire, description of building and whether reserves are needed, and shall perform such other duty as the circumstances of the case may require.

12. At the earliest practical moment he shall ascertain the name of owner or occupant of building; nature of the contents stored therein; probable loss to building and contents; whether insured or not, and such other particulars relating thereto as may be necessary.

13. Police line passes will not admit holders inside the fire lines.

14. Members of the force must understand that at a fire the Fire Department is in full command. The only purpose of the police is to preserve the fire lines and to see that unauthorized persons do not pass them.

15. Members of the Police Department will under no circumstances either send or assist in sending members of the Fire Department away from the scene without the positive permission of the proper commanding officer of the Fire Department at the fire.

16. Members of the Police Department will not permit civilian physicians, civilian ambulances, nor any other persons to remove members of the Fire Department without permission from the proper official of the Fire Department in command at the fire.

17. No one shall drive over a Fire Department hose except ambulance drivers and United States mail wagon drivers.

18. In cases of fire, riot or other emergency, when the Patrolman requires the assistance of more than one officer, he will give three blasts of his whistle in quick succession, and all the officers hearing it will answer by a single blast, and immediately repair to the assistance of the officer making the call.

CRUELTY TO ANIMALS.

RULE 80.

1. Section 7 of Chapter 469 of the Laws of 1866, incorporating "The American Society for the Prevention of Cruelty to Animals," provides as follows:

"The police force of the City of New York, as well as of all other places where police organizations exist, shall, as occasion may require, aid the society, its members, or agents in the enforcement of all laws which are now or may hereafter be enacted for the protection of dumb animals."

2. Section 668 of the Penal Code, as amended by Laws of 1888, Chapters 144 and 490, provides:

"* * * A constable or police officer must, and any agent or officer of any of said societies may, arrest and bring before a court or magistrate having jurisdiction any person offending against any of the provisions of this title. Any officer or agent of any of said societies may lawfully interfere to prevent the perpetration of any act of cruelty upon any animal in his presence. Any person who shall interfere with or obstruct any such officer or agent in the discharge of his duty shall be guilty of a misdemeanor.

"* * * The officers and agents of all duly incorporated societies for the prevention of cruelty to animals are declared to be peace officers within the provisions of Section 154 of the Code of Criminal Procedure."

3. Section 432 of the Penal Code declares:

"A person who wilfully stops or obstructs the passage of any ambulance or vehicle used for the transportation of sick or wounded persons or animals upon any public street, highway or place, or who wilfully injures the same, or wilfully drives any vehicle into collision therewith, is guilty of a misdemeanor."

4. Attention is especially called to the whole of Title XVI of the Penal Code, containing Sections 655 to 669, inclusive, relating to cruelty to animals.

5. The members of the force shall give efficient aid to the members and agents of "The American Society for the Prevention of Cruelty to Animals," in all lawful efforts to enforce the laws enacted for the protection of dumb animals. It is their duty as policemen, in every case of cruelty to animals occurring in their view or to which their attention shall be called by any person willing to make the charge, to promptly arrest the offending person, and cause such person to be arraigned and prosecuted before the proper Magistrate.

6. Members of the force will arrest any person who abandons or attempts to abandon any animal to die, and report all facts therewith at the station house and to the above society.

7. Commanding Officers will instruct the members of the force to render every legal assistance to the above society and its officers while engaged in the rightful performance of their duty under the law.

8. Every ambulance or other vehicle used for the transportation of sick and wounded persons or animals shall be entitled to the right-of-way over all other vehicles upon every public street, highway and place. Any person who shall wilfully interfere with or retard or obstruct or impede the progress of any such ambulance or vehicle thereon, or who shall wilfully injure the same, or wilfully drive any vehicle into collision therewith, is guilty of a misdemeanor.

9. Members of the force shall, when called upon, aid the persons in charge of such ambulance or vehicle in placing sick or wounded persons or animals therein, and in the enforcement of the provisions of the Laws relating to ambulances.

10. Nothing in this Rule contained shall affect the existing right-of-way of the United States Mail, or of the officers, men and fire apparatus of the Fire Department or Insurance Patrol.

11. Officers will promptly report the name and residence of the owners of unlicensed dogs at the station house, and forward a written report to the above society, without delay.

12. Notify all people accompanying unlicensed dogs in the street to procure licenses.

13. Also that a city ordinance requires that all dogs while on the public thoroughfares of the city must be muzzled or on leash.

14. Since the society has charge of prosecutions for violation of the laws for the protection of animals, all arrests resulting in commitment will be reported to the headquarters of the society, Madison Avenue and 26th Street, on blanks furnished for that purpose.

15. The society furnishes ambulances day and night for the transportation of disabled animals.

16. The society issues to its members an emblematic button and a card of membership. Members of the force must respect this button or card and aid the members of the society in the enforcement of the laws for the protection of animals.

17. Call may be made through the police telephone system.

18. Pay particular attention to cases of cruelty to animals, especially to the horses that are being driven with sores under collars or saddles.

19. When in the opinion of the police officer horses or other animals are driven with sores, they will immediately stop such vehicle and have the collar, saddle and all of the harness, if necessary, removed and make a thorough examination of the animal and its fitness for work, and promptly arrest any person driving an animal with sores, exhausted from work, overloaded, or unfit for work.

20. When an arrest is made for cruelty to animals, in addition to notifying the Society for the Prevention of Cruelty to Animals and the Humane Society, notify the office of the Chief or Borough Inspector by telephone before the arraignment before a Magistrate of the person arrested, in order that an examination of the animal can be made by an Officer from said office and the prosecution of the case properly conducted.

21. In all cases of drivers arrested for cruelty to animals, apply for a summons for the owner of the animal in question under Section 655 of the Penal Code.

PEDDLERS AND PUSH-CARTS.

RULE 81.

1. Any person hawking, peddling, vending or selling merchandise in the streets of the City of New York shall be deemed to be a peddler, classified as follows:

A peddler using a horse and wagon.

A peddler using a push-cart.

A peddler carrying merchandise in business.

2. Any vehicle used in peddling shall show on each side thereof the words "Licensed Peddler" together with its official license number.

3. Peddlers' licenses are issued from the Bureau of Licenses at the City Hall. No licensed peddler shall permit any cart, wagon or vehicle to remain upon or encumber any street, avenue or highway for a

longer period than thirty minutes at one time on any one block, nor shall any peddler stand in front of any premises of which the owner or the lessee of the ground floor thereof object. At the expiration of thirty minutes peddlers must remove at least one block distant.

4. No licensed peddler shall permit a cart or other vehicle to stand on any street, avenue or highway within twenty-five feet of any corner of the curb nor within ten feet of any other peddler.

5. No licensed peddler shall use any part of a sidewalk or crosswalk for conducting business and shall not cast or throw any article of any kind or character in the street or interfere with the work of the Street Cleaning Department.

6. No licensed peddler shall blow upon or use any horn or other instrument for the purpose of giving notice of his approach.

7. No licensed peddler shall cry or sell merchandise on Sunday, or after 9 P. M. or before 8 A. M. in the morning of any day, except Saturday, when they shall be allowed to cry their wares until 11.30 P. M.

8. No licensed peddler shall be allowed to cry his wares within 250 feet of any school, church, or hospital between the hours of 8 A. M. and 4 P. M. on school days.

PUBLIC HACKS AND HACKMEN.

RULE 82.

(See Code of Ordinances.)

1. Any vehicle kept for hire shall be deemed a public hack. A vehicle seating two persons inside shall be deemed a cab and a vehicle seating four persons a coach. None but licensed hacks shall use the designated public hack stands of the City. The Mayor, through the Bureau of Licenses, issues licenses to hacks.

2. Every licensed hackman shall carry a card showing the legal rates of fare. Every public hack must have its license number fastened across the lamp on each side of the hack, as well as having the license number on a metal plate inside the vehicle. Public hack stands are located at all ferries, squares, elevated and subway stations; at all steamboat landings fifteen minutes before the arrival of steamboats; at all places of public amusements fifteen minutes before the conclusion of the performance, and at all railroad depots five minutes prior to the arrival of passenger trains.

3. All street corners are public hack stands from 10 P. M. until sunrise. No more than two cabs or coaches shall stand at any one time at a subway or elevated station.

4. Private hack stands are designated by the Mayor through the Bureau of Licenses with the consent of the property owners or lessees where the stands are located. Private hack stands are located at hotels and restaurants. Licensed hackmen have the right to demand pay in advance, but no li-

censed hackman shall refuse to convey any orderly person or persons upon request anywhere in the City unless otherwise engaged.

5. All disputes as to the lawful rate of fare when no agreement has been made shall be determined by the Police Officer in charge at the nearest police station, and, excepting in the case of a freeholder or householder in the City of New York, failure to comply with such determination shall subject the offending party to a charge of disorderly conduct.

6. "Cruising" for a less distance than two blocks is forbidden.

PARADES.

RULE 83.

1. Street parades are governed by the following:

"All processions or parades occupying or marching upon any street, to the exclusion or interruption of other citizens in their individual right and use thereof (excepting the National Guard and the Police and Fire Department, and associations of veteran soldiers), are forbidden unless written notice of the object, time and route of such procession or parade be given by the chief officer thereof, not less than six hours previous to its forming, or marching, to the police authorities of the city, and it may be lawful for said police authorities to designate to such procession or parade how much of the street in width it can occupy, with especial reference to crowded thoroughfares through which said procession may move; and, when so designated, the chief officer of said procession or parade shall be responsible that the designation is obeyed; and it shall be the duty of the police authorities to furnish such escort as may be necessary to protect persons and property and maintain the public peace and order. All processions or parades on Sunday, in any street of the city, excepting only funeral processions engaged in the actual burial of the dead, and processions to and from any place of worship in connection with a religious service there celebrated, are forbidden; and in no such excepted case shall there be any music, fireworks, discharge of cannon or fire arms, or other disturbing noise; provided that in any military or Grand Army of the Republic funeral, music may be played while escorting the body to and from such places, but such music shall not be played within one block of any place of worship where worship is being celebrated. Every person wilfully violating any provision of this section or any ordinance passed by the municipal assembly pursuant to the last preceding section shall be guilty of a misdemeanor punishable with a fine not exceeding twenty dollars or imprisonment not exceeding ten days, or both, at the discretion of the Court." (Sec. 1457, Greater New York Charter.)

2. Whenever any procession shall find it necessary to march across a railway track,

the portion of said procession which, in so marching, is likely to stop the passage of any car or cars upon said track, shall come to a halt in order to permit said car to proceed.

3. When persons comply with the law by giving preliminary notice, in writing, "of the object, time and route of such (contemplated) procession or parade" to the police authorities, as required by the statute, the procession or parade may lawfully form and move on and over such streets and parts of streets as shall be designated from Police

Headquarters. In such case a police escort will be ordered and the officers and force will be informed, of the object, time and route of the procession, when it will be their duty to enforce the provisions of the law, protect persons and property and maintain the public peace.

4. Any procession or parade which shall attempt to form or move, without such preliminary notice, or without compliance with the law, will be unlawful and must be prevented.

BRIEF DEFINITIONS OF COMMON CRIME.

A CRIME is an act or omission forbidden by law and punishable upon conviction by death or imprisonment, or removal from office, or disqualification to hold public office or other penal discipline. A person can not be punished for a crime until tried and convicted. The Penal Code defines most crimes and gives the punishment for each offense, except special laws relating to automobiles, pawnbrokers, child labor, excise and the like.

A crime is either a FELONY or a MISDEMEANOR. A felony is a crime which may be punishable by death or imprisonment in a State prison. A misdemeanor is any other crime.

A peace officer may arrest any person whom he sees committing a misdemeanor. And he may arrest any one who has committed a felony, even though he does not see the felony committed. A private person has almost the same power as a peace officer, except that he must deliver his prisoner to the first peace officer he meets; or arraign the prisoner immediately before a magistrate. The ARREST IS MADE by restraining the defendant (prisoner) or by his submitting to custody. A private person cannot arrest another upon a warrant, but he must help a peace officer to execute a warrant if required. He must also help a peace officer who is making an arrest without a warrant.

A WARRANT gives an officer authority to forcibly enter a building and overcome all resistance while making an arrest.

A person arrested is entitled to a speedy and public trial and to examine the witnesses against him.

A PEACE OFFICER is a sheriff of a county or his deputy, or a constable, or a marshal, or a policeman of a city, town or village.

An officer possesses greater power in making an arrest for a felony than for a misdemeanor, therefore, a list of the principal felonies are given as follows:

ABANDONMENT is the act of leaving a child in destitute circumstances. If the child is under the age of 14 the punishment is 7 years' imprisonment. If the child is over 14 and under 16 the punishment is 2 years.

ABDUCTION—Taking or enticing a female under 18 years, or any female, of previous chaste character, for the purpose of prostitution. (Rape is different.)

ABORTION — Wilfully procuring the miscarriage of a woman unless it is necessary to preserve her life or the life of her child.

ASSAULT is a crime with three degrees. The first and second degrees are felonies, and the third a misdemeanor. Inflicting serious bodily injury upon another is a felony, when it is done wilfully, either with or without a weapon. The third degree may be committed by slapping a person, or other offensive contact with his body.

ARSON is wilfully setting on fire any building in a malicious or unlawful manner. There are three degrees. If a human life is lost by an act of arson in the first degree, the person who caused the fire is guilty of MURDER and punishable by death.

ANARCHY is the doctrine that organized government should be overthrown by force or violence.

AN ACCESSORY is one who AFTER the commission of a felony aids the offender, with intent to have him escape punishment.

There can be no "accessory BEFORE the commission of an act." A person who advises or aids another to commit a crime is a PRINCIPAL in the crime, as if he committed it himself.

BURGLARY is to break into and enter a building with the intention of committing a crime therein. It is divided into three degrees. A person found guilty of the first degree is liable to not less than ten years' imprisonment, and may be imprisoned for life. When a burglar is armed and breaks in at night, it is a first degree offense.

BRIBERY is the giving of money or property to a public officer to induce him to act contrary to his duty; or to give money to any person to induce him to do an unlawful act; or to vote contrary to his convictions.

BLACKMAIL consists in sending or delivering a letter or writing, knowingly, accusing a person of a crime or threatening to

injure him, with the intention of extorting money or gain.

BIGAMY—Unlawfully marrying a second time, while a former husband or wife is known to be still alive, except when divorced or imprisoned for life, etc.

A **COMMON GAMBLER** is one who takes part in any gambling game where money or property depends upon the result, or a person who knowingly possesses policy tickets. It is a felony.

COUNTERFEITING is the unlawful coinage of money. And is a felony against the United States as well as against this State. This crime is sometimes classed as forgery.

Selling **COCAINE** without a doctor's prescription is a felony.

COMPOUNDING A CRIME is the agreement to receive a reward for not testifying against a criminal.

EXTORTION is to obtain money or property with the consent of the giver, by a wrongful use of force or by causing fear, or under color of official right. One form of extortion resembles blackmail.

FORGERY is the false making or altering of any instrument or writing with intent to defraud.

HOMICIDE is the killing of a human being by the act, procurement or omission of another. There are four kinds of homicide: (1) **MURDER**, which is the killing of a human being with intent to effect death; (2) **EXCUSABLE HOMICIDE**, which is the killing of another by accident where reasonable precaution has been exercised; (3) **JUSTIFIABLE HOMICIDE**, which is the killing of a person in self-defense; (4) **MANSLAUGHTER**, which is the killing of a person in the heat of passion but without intent to cause death.

KIDNAPPING is unlawfully taking away a person against his will, or taking away a child under 16 for the purpose of stealing some article from its person.

MALFEASANCE is the wrongful appropriation of property by a public officer, which he has been holding in trust.

LARCENY is the obtaining of property in any unlawful manner. There are three degrees. The first two are grand larceny and are felonies. The obtaining in an unlawful manner of property valued at over \$50, or taking any amount from another's person (pocket picking) is grand larceny. The taking of \$50 or less, except when taken from the person, is petit larceny, and is only a misdemeanor.

Unlawful interference with any **RAILROAD** appliance or equipment; or throwing missiles at a train, is a felony.

RAPE is the act of sexual intercourse with a female (except the defendant's wife) without her consent; or when, through weakness of mind or other cause, she is unable to offer resistance; or when she is under 18 years of age, or when she is in the custody of the law.

RIOTING is the united action of three or more persons who offer violence to or inflict injury on other persons or property in

an unlawful manner, and while disturbing the peace.

ROBBERY is the unlawful taking of property from the person of another by means of force or violence by inspiring fear or injury. There are three degrees.

SEDUCTION is to obtain sexual intercourse with a female of previous chaste character under promise of marriage.

SUICIDE is the intentional taking of one's own life. A person who aids or advises another to commit suicide is guilty of a felony.

TREASON is the act of levying war against the State, or giving aid to the enemies of the United States in time of war. It is punishable by death.

The first degree of all crimes receives much heavier punishment than the lesser degrees. The jury determines the degree of a crime.

A **CHILD** under 7 is **NOT CAPABLE OF COMMITTING CRIME**. A child between 7 and 12 may be held for a crime if it can be shown that the child knew the wrongfulness of the act.

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FELONIES.**

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GOVERNMENT.

UNITED STATES GOVERNMENT.

This chapter contains a brief and simple outline of the construction of the Government of the City of New York, the State of New York and of the United States; Laws and Court Procedure, such as are generally required to be known by applicants for civil service positions, especially by those desiring to enter the Police and Fire Departments; definitions of the principal crimes, and an abstract of the Charter of the City of New York.

To many applicants Government is the most difficult branch. Therefore, in the chapters which follow an effort is made to make the subject as simple as possible, putting technical language in plain words and eliminating a mass of unnecessary matter.

Many of the questions asked at examinations are from laws based on the CONSTITUTION, which contain the fundamental principles of all our laws.

The Government of the United States is variously called the Federal Government, the Commonwealth, the National Government, a Republic, a Democracy. It is divided into three departments or bodies: The EXECUTIVE, the LEGISLATIVE and the JUDICIAL.

An EXECUTIVE OFFICER is one who is charged with the enforcement of the laws or management of the affairs of a department. The PRESIDENT of the United States is the Chief Executive Officer of the nation. He is elected by the people indirectly through the ELECTORS, who are elected by the people at a general election. A Vice-President is chosen at the same time. In case the President's office becomes vacant, the Vice-President serves the remainder of the unexpired term. If the latter is unable to act the Secretary of State acts as President.

The President is the Commander-in-Chief of the Army and Navy. He may PARDON or reprieve a person convicted of

any CRIME, except where a person has been impeached. This is called a JUDICIAL FUNCTION, because it sets aside an act of the courts. He appoints the heads of most Federal departments, such as the Secretary of War, Attorney-General, Postmaster-General, Collector of the Port, Emigration Commissioners, etc.

The LEGISLATIVE DEPARTMENT is the law-making body, and consists of a Senate and House of Representatives, which together are called CONGRESS. The members of the House of Representatives are elected by the people for two years, one Representative to every 30,000 inhabitants.

The SENATE is composed of two Senators from each State, who are chosen for six years by the Legislature of that State. The Vice-President of the United States is the President of the Senate.

Congress has the sole power of IMPEACHMENT over United States officials, but punishment for impeachment shall not be greater than removal from office. Impeachment is not a bar to prosecution for a crime committed by a public official.

Members of Congress cannot be arrested when going to or returning therefrom, except for treason, felony or breach of the peace.

All bills passed by the Legislature must be approved by the President to become laws. If he VETOES (disapproves) of a measure, it does not become a law unless Congress repasses it by a two-thirds vote. The veto power may be classed as a LEGISLATIVE FUNCTION, for it temporarily sets aside an act of the legislature.

Congress has power to collect taxes, duties on imports and provide for the general welfare and defense of the nation; to coin money and punish piracies and felonies committed on the high seas (the high seas commence three miles from the coast line);

to declare war and punish offenses against the law of nations. In general, Congress legislates on matters of general concern to the country at large, and does not interfere with the affairs of individual States except so far as such affairs affect other States or the nation as a whole.

THE JUDICIAL DEPARTMENT of the nation is composed of the U. S. courts, which adjust disputes between individuals and decide whether or not laws enacted are not in accordance with the principles of the Constitution of the United States. If a LAW is found to be contrary to the spirit of the Constitution of the United States, whether passed by Congress or a State Legislature, the United States courts declare it unconstitutional. It then becomes void. This acts as a check on bad legislation. The Federal Judges are appointed by the President for life, or during good behavior.

STATE GOVERNMENT.

THE STATE GOVERNMENT is founded on the same principles as the Federal Government, with an Executive, a Legislative and a Judicial Department. This plan also extends to city and town governments.

The GOVERNOR IS THE CHIEF EXECUTIVE of the State. He is elected for two years by the people. He is Commander-in-Chief of the Army and Navy of the State. He may pardon and reprieve a person found guilty of any crime under the State laws except in the case of impeachment and treason. All bills passed by the Legislature are sent to him for approval or disapproval. If he VETOES a bill the Legislature may pass it over his veto by a two-thirds vote. He may hold a bill ten days (Sundays excepted); if he does not then sign or return the bill, it becomes a law, unless the Legislature has adjourned in the meantime. If so, he has thirty days in which to consider the measure.

The Governor does not have a Cabinet like the President of the United States. Instead of appointing the principal officers of the State, they are elected. At the same time that the Governor is elected the five principal officers of the State administration are elected, namely: The Secretary of State, Comptroller, Attorney-General and State Engineer. The Governor appoints the following: Superintendent of State Prisons, Superintendent of Banks, Superintendent of Insurance, State Commissioner of Licenses, Excise Commissioner, Superintendent of Elections and Health Officer of the Port of New York.

In most State and county elective offices (except members of the Legislature) the Governor may appoint a person to fill a vacancy until the next election, when the office is filled in the regular manner. The Governor has the POWER OF REMOVAL of mayors, borough presidents, sheriffs, district attorneys and other elective officials

from whose rule the people could not otherwise be freed.

THE LEGISLATURE is the law-making body of the State, and consists of a Senate and Assembly. The members of both houses are elected by the people. A bill may originate in either house. While in the Legislature or while going thereto or returning therefrom members are free from arrest under State laws except for treason, felony or breach of the peace. The Legislature has power to make laws affecting the State only. It cannot legislate on matters affecting other States nor the Federal Government.

WHEN A BILL is passed which APPLIES ONLY TO A PARTICULAR CITY it is sent to the Mayor of the city affected for his approval or disapproval. After that it is sent to the Governor. If the Mayor vetoes it the Legislature may pass it over his veto by a majority vote.

When a law is passed it becomes effective twenty days later, unless it is otherwise specified. Laws are called acts, because of the preamble on each bill, "Be it enacted."

LAW may be DEFINED as a rule of action of a community or State for the control and guidance of its inhabitants. There are many kinds of laws, but the two principal kinds are civil and criminal laws.

The CIVIL LAW governs the actions of one individual towards another and deals with disputes, not crimes, such as payment of debts, disputes over property, breach of contract, divorce cases and the like. An offense against the civil law is called a TORT, with which policemen have nothing to do, except to preserve the peace when a civil officer is executing the process of a competent court.

The CRIMINAL LAW governs actions which are a menace to the peace or welfare of the community in general. Although only a single individual may be the victim of a murder, for example, the act is considered to be an injury to the whole community. Such acts are known as offenses against the State and are called CRIMES, even if only attempted. It is with the criminal law that policemen have to deal. Offenses against the civil law are punishable by restitution, but for offenses against the criminal law penalties are imposed. These penalties may be fines, imprisonment or death, according to the nature of the crime.

The JUDICIAL DEPARTMENT of the State consists of a long line of courts, which lead to the COURT OF APPEALS. This court consists of seven justices, who are elected by the people for terms of fourteen years. It is the highest court of the State. It decides cases of law only, except where CAPITAL PUNISHMENT (the death penalty) is involved. Cases originating in the lower courts are sometimes taken to the Court of Appeals. This is especially so in cases where the constitutionality of a law is questioned. If a LAW IS FOUND TO BE UNCONSTITUTIONAL it is no longer in effect. Appeals are taken to this

court without regard to the amount of property involved. Appeals may be taken from the Court of Appeals to the United States Supreme Court, provided that it is a matter for Federal interference.

STATE AND CITY COURTS.

The Court for the trial of IMPEACHMENT tries all civil officers who may be impeached by the Assembly. The Court consists of the President of the Senate (the Lieutenant-Governor), a majority of the Senators and Judges of the Court of Appeals. A two-thirds vote of the court is necessary to secure conviction. This court cannot inflict further punishment than removal from office, but the person may be otherwise punished for his offense. Judges are not impeached, but may be removed by the Legislature. City Magistrates may be removed by the Appellate Division of the Supreme Court.

THE SUPREME COURT decides cases both of law and equity (equity is the administration of justice on the merits of a case without adhering to technical points of law). This court is divided into a Trial Division and an Appellate Division. The Trial Term is the highest court of original jurisdiction (original jurisdiction is where a case may be taken to a court without going through a lower court). The Trial Term of the Supreme Court usually hears civil cases where the amount involved exceeds \$2,000, divorce cases and the like. It has both civil and criminal branches.

The APPELLATE DIVISION hears both civil and criminal cases which are appealed from decisions of the lower courts. The judges of the Supreme Court are elected by the people for fourteen years.

The State is divided into four Judicial Departments. New York City is within the first and second departments.

COUNTY COURTS have jurisdiction in civil cases where the amount involved does not exceed \$2,000. They also possess criminal jurisdiction. There is no county court in New York County (Manhattan and The Bronx), but its place is filled by the CITY COURT in civil matters and the COURT OF GENERAL SESSIONS in criminal matters.

Kings County (Brooklyn) has two county courts, which may try criminal cases and impose capital punishment. No other county court may try cases where the crime is punishable by death.

Queens (Long Island) and Richmond (Staten Island) counties each have a county court and a SURROGATE'S COURT. The latter exercises supervision over wills and inheritances and appoints guardians for minors and incompetent persons, where property is involved. The Surrogate is a county official and is elected by the people. Judges of the county courts are elected for six years.

CORONERS' COURTS are for the investigation of deaths which appear to be

caused by the commission of a crime. Coroners also take statements of persons who appear to be in danger of death as the result of a crime. This is called an ANTE-MORTEM STATEMENT and may be used as evidence. The Coroner may issue a warrant of arrest under those circumstances which may be executed in any county in the State without further indorsement. The Coroner is a county official and is elected to office. Manhattan Borough has four Coroners, Brooklyn two and Queens and Richmond one each.

The Commissioner of Jurors, who is appointed by the Appellate Division of the Supreme Court, draws the list of jurors. They are then notified by the Sheriff that they are required to serve.

A GRAND JURY is composed of not less than sixteen nor more than twenty-three persons. A TRIAL JURY consists of twelve.

THE INFERIOR COURTS LAW, which was enacted in 1910, somewhat changed the method of procedure in the City Magistrates' Courts (police courts) and the Courts of Special Sessions.

A person who possesses an identification card from the Police Commissioner is not arrested now for violating the City Ordinances or violating the Motor Vehicle Law. They are summoned to court by the police instead. The summons issued by the policeman is as binding as if issued by a Magistrate.

There is a NIGHT COURT for women in Jefferson Market and a Night Court for men in East 57th Street. Only prisoners charged with misdemeanors (smaller offenses) are taken to night courts.

The finger prints of persons convicted of prostitution are taken for identification. Persons charged with any crime are first taken to the City Magistrates' courts, where the Magistrate may fine or imprison them, if the crime be trivial; but if the crime charged against them be serious, and they appear to be guilty, they are held either for the Court of SPECIAL SESSIONS or GENERAL SESSIONS.

Special Sessions tries cases of misdemeanors but General Sessions tries all crimes after an indictment has first been found by the Grand Jury.

The justices of Special Sessions and City Magistrates are appointed by the Mayor. The judges of the other courts are elected.

The courts may appoint PROBATION OFFICERS, who have the power of peace officers. Their duties are to inquire into the character and habits of prisoners who have been convicted of a crime and released on their good behavior. The Probation Officers report their findings to the courts to which they are assigned.

New York City is divided into two divisions of criminal jurisdiction. The first division is Manhattan and The Bronx. The second is Brooklyn, Queens and Richmond. There is a DOMESTIC RELATIONS COURT in each division, which tries all cases of non-support of wives, poor rela-

tives, etc. There is a Chief City Magistrate and a Board of Magistrates in each division.

THE CHILDREN'S COURT, which tries all cases of children under 16, is a branch of the Special Sessions Court.

There are six City Magistrates (besides the two night courts) in Manhattan, two in The Bronx and eight in Brooklyn.

Magistrates' Courts and Special Sessions Courts are INFERIOR COURTS of criminal jurisdiction. They and the Municipal Courts are courts not of record. There are 13 Municipal Courts in Manhattan, 2 in Richmond, 2 in The Bronx, 3 in Queens and 5 in Brooklyn. The Municipal Judges are elected. They must be lawyers of 5 years' experience. Their term of office is 10 years. They cannot engage in any other kind of business.

Municipal Courts have jurisdictions in civil cases if the amount involved does not exceed \$500, except damages for false imprisonment, malicious prosecution, loss of a husband or wife or loss of society.

COUNTY OFFICIALS.

The DISTRICT ATTORNEY is a county official who is elected by the people. His duty is to prosecute all crimes committed in the county. He may be removed for cause by the Governor.

SHERIFFS and COUNTY CLERKS are elected for each of the four counties in Greater New York. They are county officials.

The REGISTER OF RECORDS keeps a record of all transfers of real estate and mortgages. He and the PUBLIC ADMINISTRATOR are county officials.

All of the above named officials are also classed as executive officers.

CONSTITUTIONAL RIGHTS, ELECTION LAWS AND POLITICAL TERMS.

The STATE CONSTITUTION conforms to the United States Constitution and provides the following: "The right of the people to assemble and petition the Government; religious freedom; freedom of the press and freedom of speech; the right of citizens to bear firearms; trial by jury; excessive bail, excessive fines or cruel or unusual punishment shall not be imposed; a person arrested shall have a speedy and public trial and be confronted with the witnesses against him and be defended by counsel; no person shall be compelled to be a witness against himself in any criminal proceeding, nor be deprived of life, liberty or property without due process of law; no person shall be placed on trial a second time for an offense of which he has been previously convicted or acquitted.

A man who has been a citizen for 90 days and a resident of the State for one year, of the county four months and of the election

district thirty days, who has never been convicted of bribery or other infamous crime, has the RIGHT TO VOTE. A person who makes a bet on an election cannot vote thereat.

In cities of the first and second class GENERAL ELECTIONS are held in the odd numbered years. Presidential elections are held in the even numbered years.

PRIMARY ELECTIONS are held once a year. The primary election is for the purpose of electing leaders of the various parties, who act as delegates to the party conventions at which candidates for public office are nominated. The primary is held seven weeks before the general election. The difference between the primary and an election is that at the former party leaders are chosen, while at the latter public officials are chosen.

Any political organization which casts over 100,000 votes for Governor may be recognized as a POLITICAL PARTY. The object of this is to prevent irresponsible people from placing a great number of candidates in the contest for public office who have no chance of being elected.

A person who has been sent to State's Prison loses his right to vote unless he has been pardoned and restored to citizenship by the Governor. A person sent to a Reformatory does not lose his right to vote. The polls are open on election day from 6 A. M. to 5 P. M. No electioneering is allowed within 100 feet of them. Saloons are not allowed to be open within one-quarter of a mile of a polling place.

A CHALLENGE is to question a man's right to vote, but it does not prevent him voting if he swears that he possesses all the necessary qualifications for voting. This is called "SWEARING IN HIS VOTE."

In cities of over 5,000 inhabitants no man can vote unless he has previously registered his name for that purpose. The days of registration are: About three weeks, for first two days, and about two weeks, for the last two days before election. False registration and illegal voting are felonies, punishable by five years' imprisonment. Any unlawful interference with persons about to vote or with the election material is a misdemeanor.

Any person who pays a consideration for an election or appointment to a public office shall forfeit his office and be forever barred from holding public office.

Election day is the first Tuesday after the first Monday in November.

THE REFERENDUM is a method of submitting a law which has been passed by the Legislature to the people for their vote of approval or disapproval. It does not become a law if a majority vote against it.

THE INITIATIVE is that a law may be drawn up by any citizen and if it is signed by a certain number of people it may be submitted to all the people for a vote. If a majority favors, it becomes a law.

PROPORTIONAL REPRESENTATION is that each political party be repre-

sented according to the number of votes cast.

THE RECALL is a system of removing from office by the people's vote, public officials who have been elected and failed in their duties.

CITY GOVERNMENT.

The powers of the CITY GOVERNMENT are derived from the State Legislature and are set forth in an instrument called the CHARTER, which defines the city's liabilities and privileges.

CITIES are divided into THREE CLASSES. The first class includes those having a population of 250,000 or over; the second class those of 50,000 or over. All below 50,000 are in the third class. No definite population is required to make a city. Where a large proportion of the voters desire it, the Legislature grants a city charter. The present charter of New York City, which became a law in January, 1908, has been amended by the Legislature many times.

THE MAYOR.

THE MAYOR, who is elected for four years by the people, is the chief executive of the City Government, and is responsible for its administration and the enforcement of its laws. There are fifteen departments, with a commissioner at the head of each (except two) to aid him in the performance of these functions. He may appoint and remove at will the heads of those departments, except the Comptroller (who is elected) and members of the Board of Education.

With the exception of the Comptroller and Corporation Counsel, who receive salaries of \$15,000 a year, the heads of most departments receive salaries of \$7,500 a year.

The Borough Presidents and the heads of departments are also classed as the executives of the City Government.

THE SIXTEEN DEPARTMENTS of the City Government are: Finance, Law, Police, Water, Gas and Electricity, Charities, Correction, Street Cleaning, Bridges, Parks, Fire, Taxes, and Assessments, Education, Health, Tenement House, Docks and Ferries, and Department of Licenses.

In case of war or pestilence the Mayor may, by proclamation, designate the place to hold any court, except the Court of Appeals. He has the powers of a Magistrate.

The Mayor shall report to the Board of Aldermen at least once a year the condition of the City's finances, and he shall keep himself informed of the doings of the various departments.

ALL ORDINANCES OF THE CITY ARE PASSED by the Board of Aldermen, with the approval of the Mayor. If the Mayor does not sign or reject an ordinance within ten days, it becomes a law, just as if he had signed and approved it.

The Board of Aldermen may pass an ordinance by three-fourths of its vote over the Mayor's veto. The Mayor's salary is \$15,000 a year.

The Mayor, Comptroller, District Attorney and Sheriff may be REMOVED BY THE GOVERNOR on charges. The Mayor may be suspended for thirty days pending the outcome of charges, which are investigated by the Attorney-General.

THE BOARD OF ALDERMEN.

The PRESIDENT of the Board of Aldermen is elected by the people in the same manner as the Mayor. In case the Mayor is absent, through illness, etc., the President of the Board of Aldermen shall act as Mayor. In case of a vacancy he shall so act until noon of January 1st next succeeding an election, at which a new Mayor shall be elected, during which time he possesses all the powers of the Mayor except that he cannot appoint or remove heads of departments unless the Mayor be absent thirty days, and he cannot sign nor reject any ordinance unless the Mayor is absent nine days.

The Board of Aldermen shall elect a VICE-CHAIRMAN, who takes the President's place when the latter is absent, during which time he possesses all powers of the President of the Board of Aldermen. If an Alderman dies, another one is elected by his associates to serve the remainder of the unexpired term. The latter is to be of the same political faith as the deceased member.

There are seventy-three Aldermanic Districts in New York.

The head of each department is entitled to a seat in the Chamber of the Board of Aldermen, and he may participate in the discussions, but he cannot vote. He must answer all questions about his department, provided that he is given forty-eight hours' notice of the nature of the questions to be asked.

The head of each department makes an annual report to the Mayor upon the general condition of his department.

The Board of Aldermen appoints a CITY CLERK, for six years, when a vacancy occurs, who may be removed by the Board of Aldermen, by a two-thirds vote, on charges. He shall have charge of ordinances and records of the Board of Aldermen. He also issues marriage licenses and auctioneers' licenses.

No money shall be expended for public ceremonies, etc., except by a vote of four-fifths of the Board of Aldermen. They are the trustees of the city property. They appoint Commissioners of Deeds.

A FRANCHISE is a privilege given by the city to a private party to operate a railroad, tunnel or ferry.

THE BOARD OF ESTIMATE AND APPORTIONMENT grants franchises to railroad companies, tunnel companies, etc. This power was formerly exercised by the Board of Aldermen and the Mayor.

The Board of Aldermen may appoint a committee to examine City Departments to ascertain if they are properly managed. They fix the salaries of public officers with the approval of the Board of Estimate and Apportionment. They may establish parks, streets, docks, etc., and may condemn land for such purposes, and authorize the issue of bonds for public improvements, with the consent of the Board of Estimate and Apportionment, and they regulate the use of the streets, speed of vehicles, driving, etc. The Mayor may call a meeting of the Board of Aldermen at any time.

Rules for the Government of the Police, Health, Fire, Park and Building Departments may be made by the Board of Aldermen. The Mayor and Borough Presidents are ex-officio (by right of office) members of the Board of Aldermen. The other members of the Board of Aldermen are designated as "The Aldermen Elected."

The Board of Aldermen constitute the CITY'S LEGISLATURE. And this body may enact local laws (known as ordinances, from the preamble, "be it ordained") for the city, which do not conflict with the State laws. The Board's power extends over Greater New York only.

THE BOARD OF ESTIMATE AND AP- PORTIONMENT

consists of the Mayor, Comptroller, President of the Board of Aldermen and the five Borough Presidents. The Mayor, Comptroller and President of the Board of Aldermen shall each be entitled to cast three votes. The Presidents of the Boroughs of Manhattan and Brooklyn shall each be entitled to cast two votes. The Presidents of the Boroughs of Richmond, Bronx and Queens cast one vote each. A quorum consists of a number sufficient to cast nine votes, at which two of the members having three votes each shall be present. The first meeting each year shall be called by a notice from the Mayor, who presides at all meetings. Any taxpayer may offer his views upon the business transacted at such meetings.

They prepare the ANNUAL BUDGET to meet the expenses of the City, with the concurrence of the Board of Aldermen. The Board of Aldermen can reduce the amount of appropriations, but cannot increase them. The approval of the Board of Estimate and Apportionment is necessary before the head of any department can transfer money from one fund to another.

THE COMPTROLLER

is elected the same as the Mayor. In case his position becomes vacant his successor shall be appointed by the Mayor until the 1st of January following an election, at which a Comptroller shall be elected, who will serve the remainder of the unexpired term. The approval of the Comptroller is required by any city employee before he

can enter into agreements which involve the outlay of the City's money.

The Comptroller is head of the FINANCE DEPARTMENT, which is divided into six bureaus, as follows:

1st. Bureau of Collection of City Revenue and Markets, which collects rents of markets and revenue accruing on interests of bonds, etc., the Chief Officer of which is the Collector of City Revenue and Superintendent of Markets.

2d. Bureau for Collection of Taxes, the Chief Officer of which is the Receiver of Taxes.

3d. Collector of Assessments and Arrears.

4th. Auditing Bureau, which revises and settles accounts in which the City is debtor or creditor.

5th. Bureau for Reception and Safe Keeping of all City Money paid into the Treasury, the Chief Officer of which is CHAMBERLAIN. He must file a bond of \$300,000, with four sureties, for the faithful performance of his duties and the delivery of all money intrusted to his care.

6th is the Bureau of Statistics.

THE CHAMBERLAIN

is appointed by the Mayor. He is Treasurer of New York County. The Receiver of Taxes, the Collector and Assistant Collector of Assessments and Arrears, the Auditor and Superintendent of City Revenue and Markets are appointed by the Comptroller. The Comptroller may also appoint two deputies and one assistant deputy.

The Finance Department has entire charge of MARKETS. That part of Wallabout Market called "Farmers' Square" is reserved for market gardening. A permit from the Finance Department is necessary before erecting a stand or stall in a public market. The Comptroller has power to rent or lease any part of Wallabout Market, except the docks or piers.

The Comptroller may issue bonds, with the authority of the COMMISSIONERS OF THE SINKING FUND, but not to exceed \$2,000,000 in one year. Bonds for greater amounts are issued by the Board of Aldermen, with the approval of the Board of Estimate and Apportionment. Bonds are issued by the City for the purpose of borrowing money. They are sold to the highest bidder.

The Comptroller and his Deputies have power to administer oaths when adjusting claims for or against the City. He shall submit to the Board of Aldermen each year, four weeks before its annual meeting, a statement showing the amount of taxes necessary to be raised.

THE COMMISSIONER OF ACCOUNTS

shall examine the books of the Comptroller and the Chamberlain, and report to the Mayor the financial conditions of the City, as shown by such books. He may also ex-

amine books of other City Departments, administer oaths and compel the attendance of witnesses during such examinations.

The heads of all departments may maintain offices, with deputies, assistants, etc., in other Boroughs.

THE CORPORATION COUNSEL

is the head of the LAW DEPARTMENT. He appoints and removes assistants. He conducts all legal proceedings for the city. He shall not permit or confess judgment for or against the City without the written consent of the Comptroller; and if the sum involved exceeds \$10,000, he must have the written approval of the Mayor.

When a City employee is summoned to court to be examined for an act done in the performance of duty, the Corporation Counsel shall defend him. The three principal bureaus of the Law Department are: The Bureau of Penalties, the Bureau of Arrears and Personal Taxes and the Bureau of Street Opening. The Corporation Counsel appoints the head of the Bureau of Street Opening and other employees thereof, and regulates their salaries, subject to Civil Service regulations. The Assistant Corporation Counsel assigned to this bureau shall cause his subordinates to act as clerks for the BOARD OF ESTIMATE AND APPORTIONMENT, in all matters relating to the opening of streets and parks. The laying out of streets and parks must be previously advertised in the City Record.

THE BOARD OF TAXES AND ASSESSMENTS

consists of five Tax Commissioners, appointed by the Mayor, one of whom shall be designated president in his appointment. One of them shall be a lawyer. They shall appoint Deputy Tax Commissioners, not to exceed forty in number, and prescribe their duties, each of whom shall be an elector and freeholder in the Borough from which he is appointed.

THE BOARD OF REVISION OF TAXES AND ASSESSMENTS consists of the Comptroller, Corporation Counsel and President of the Department of Taxes.

THE BOARD OF LOCAL ASSESSMENTS consists of three persons, appointed by the Mayor.

THE SINKING FUND COMMISSION

is composed of the Mayor, Comptroller, Chamberlain, President of the Board of Aldermen and the Chairman of the Finance Committee of the Board of Aldermen. A sinking fund is a savings fund which exists to accumulate money for the payment of debts secured by bonds, often not payable for fifty years. If it were not for the Sinking Fund enormous indebtednesses would fall due without any fund to meet them. The Sinking Fund Commission has power to lease City property and to sell City property, with the concurrence

of the Board of Aldermen, when it is no longer needed for its original purpose. They cannot sell parks, wharves or land under water. They adjust disputes between private property owners and the City, respecting boundary lines, etc. They cancel bonds and stocks of the City on maturity and liquidate the City's debt. They assign places to hold the City's COURTS and JAILS.

They have charge of the WATER SINKING FUND, which is used to pay the debt incurred for the City's water supply, and the General Sinking Fund, which is used to pay off interest on stocks and bonds of the City. They shall preserve inviolate the rights of holders of stocks and bonds issued by the City. Money from assessments of local improvements, sale and rental of City property, etc., is paid into the Sinking Fund. Property sold by them must be at public auction, after being advertised in the City Record. All applications to lease real estate for the City, including Armories, etc., must be passed upon by this Commission.

A FRANCHISE may be granted to a FERRY COMPANY without advertising, by a unanimous vote of the Sinking Fund Commission and Dock Commissioner; otherwise it must be advertised and sold to the highest bidder.

The Sinking Fund Commissioners and Dock Commissioner may establish ferries between Richmond and Brooklyn.

The Sinking Fund Commission and the Board of Estimate and Apportionment are two of the most important boards of the City Government. The Mayor, Comptroller and President of the Board of Aldermen being members of both boards, which act as a check upon other boards and departments.

DOCK DEPARTMENT.

The Mayor appoints a Commissioner of Docks and Ferries. He appoints and removes at pleasure, one Deputy Commissioner. The Commissioner cannot execute any lease, contract, etc., without the approval of the Sinking Fund Commission, except the sum is less than \$1,000, and for repairs. He has power to regulate the use of marginal streets fronting on docks, and may regulate by license or otherwise the transfer of merchandise upon or over such streets. But he must not interfere with public driveways. He surveys water and waterfront to ascertain its adaptability for commercial use, etc.

He assigns places to the Borough President for PUBLIC BATHS. He issues PERMITS to erect sheds over piers, but cannot revoke same after they are paid for, without the consent of the Mayor and the Sinking Fund Commission; but temporary permits for the use of docks may be granted by the Commissioner and revoked by him. He assigns a portion of the waterfront to be used by the Fire Department, with the consent of the Sinking Fund Commission.

No dirt or refuse shall be thrown into the river. Shops or booths cannot be erected over docks, but PUBLIC MARKETS may be built on them when they do not interfere with the free flowage of water.

Docks between Gansevoort and Little West 12th Street are to be used only by persons transporting FARM and GARDEN PRODUCE.

Dock masters are appointed by the Dock Commissioner.

The Commissioner may make rules for the government and regulation of docks and piers, violation of which is a misdemeanor. All rents, fines, etc., are paid into the Sinking Fund. He shall assign PIERS for the use of the Street Cleaning and Health DEPARTMENTS and for recreation.

THE BOROUGH PRESIDENT

is elected in the same manner as the Mayor. There is a Borough President elected for each Borough. The Borough Presidents of Queens and Richmond, in addition to other duties, have control of the CLEANING OF STREETS and removal of snow and ice therefrom; or they may appoint commissioners of street cleaning for this work. When the Borough President is absent he may delegate his power to the Commissioner of Public Works, or to any one of his (Borough President's) appointees, whose acts are as valid as those of the Borough President. He is Chairman of the Local Board of Improvements. If a vacancy occurs in his office, a new Borough President is elected to fill the remainder of the unexpired term by the Aldermen representing that Borough. The Mayor presides at such an election, but he cannot vote unless to decide a tie. He may make rules for the government of the Building Department. He has charge of all sewers and drainage, filling of sunken lots, paving, excavating in streets, placing building material on the streets, cleaning of public office buildings and markets, maintenance of all public baths, urinals and comfort stations, relaying of surface railroad tracks, etc. He has charge of the BUREAU OF INCUMBRANCES for the removal of obstructions from the streets, and, in fact, all public works, although he may appoint a COMMISSIONER OF PUBLIC WORKS, who is directly responsible to the Borough President for his actions. The Borough President is responsible for the dredging of all the City's canals.

THE CITY SURVEYOR, who is appointed by the Borough President, has charge of the City's maps, etc.

The Borough President employs a consulting engineer whenever necessary, with the authority of the Board of Estimate and Apportionment and the consent of the Board of Aldermen.

THE SUPERINTENDENT OF BUILDINGS

is appointed by the Borough President. He must be a practical architect of at least

ten years' experience. The Superintendent appoints and may remove a Chief Inspector and subordinates.

The Board of Aldermen has power to restrict the height of buildings and to regulate the construction and removal of same.

THE BOARD OF LOCAL IMPROVEMENTS

consists of the Borough President and such members of the Board of Aldermen as represent or reside in that district.

There are twenty-five Boards of Local Improvements in this City, and each Board may make public improvements within its district, hear complaints of nuisances, gambling, etc.

But when they are about to incur expense for such work they must obtain permission of the Board of Estimate and Apportionment, and if the expense exceeds \$500,000, the permission of the Board of Aldermen is necessary. Meetings may be called by the Borough President.

COMMISSIONER OF WATER SUPPLY, GAS AND ELECTRICITY

is appointed by the Mayor. He has charge of the City's lighting and its water works (even when those works extend beyond the City limits), of the laying of electric conduits, gas mains, etc., and may give permission to lay same, with the approval of the Borough President. He cannot enter into contracts without permission of the Board of Estimate and Apportionment, Mayor and Comptroller. He may condemn land or other source of water supply for the City, with the approval of the Board of Aldermen, but persons whose land is condemned must be reimbursed for same, after being appraised by two APPRAISERS appointed by the Supreme Court.

THE BOARD OF WATER SUPPLY

has no connection with the Department of Water Supply, Gas and Electricity. The Board of Water Supply is a separate commission which has charge of building the aqueduct to convey water from the Catskill Mountains.

THE BRIDGE COMMISSIONER

is appointed by the Mayor. He has charge of all bridges which cross rivers, and over tunnels which are under navigable streams, provided he does not encroach on the rights of the Public Service Commission. He may appoint a Deputy and other employees.

He has charge of all the tolls, etc., which are collected on such structures, and he shall pay same daily to the Chamberlain.

The POLICE COMMISSIONER shall detail policemen to the Department of Bridges, and while they are so detailed they are under the management of the Commissioner of Bridges.

The Bridges across the East River shall be named as follows: No. 1, Brooklyn Bridge; No. 2, Williamsburgh Bridge; No. 3, Manhattan Bridge; No. 4, Blackwell's Island Bridge.

The BOROUGH OF MANHATTAN CONSISTS of Manhattan Island, Governor's Island, Bedloe's Island, Ellis Island, Oyster Islands, Blackwell's Island, Randall's Island and Ward's Island.

A person who is arrested on any bridge which connects two boroughs may be tried in either borough.

THE COMMISSIONER OF STREET CLEANING

is appointed by the Mayor. He appoints a Deputy Commissioner, Superintendent and Assistant Superintendent and all other employees.

He has power to remove carts which are left unattended, and other obstructions from the streets, but the owners of same may regain possession of them by paying a sum of money to the Street Cleaning Department not to exceed \$10 for each article. He may sell such articles at public auction if they are not claimed.

THE DEPARTMENT OF CORRECTION.

The head of this department is the Commissioner of Correction. He is appointed by the Mayor. He has the power to make rules for the government of institutions under his control. He appoints a deputy and subordinates. He may give the Wardens or Superintendents the power to employ assistants, etc. In the absence of the Commissioner the Deputy Commissioner possesses his power, except to make appointments.

The Commissioner has charge of the City's institutions for criminals and misdemeanants, and in this respect the powers and duties of the former Commissioners of Charities and Correction of the different boroughs devolve upon him, except the House of Refuge, House for Detention of Witnesses, Brooklyn Disciplinary Training School for Boys, and the Society for Prevention of Cruelty to Children. He has no jurisdiction over destitute persons who are not charged with a crime, nor over persons awaiting trial. Inmates shall be classified as far as practicable according to their previous character.

THE BOARD OF PAROLE

of reformatories in New York City consists of the Commissioner of Correction, a Justice of the Special Sessions Court of the First Division, one from the Second Division, a City Magistrate and four other persons, all of whom are appointed by the Mayor. Their duties are to inquire into the character, conduct, etc., of persons committed to the city's reformatories and institutions as misdemeanants. They may

shorten the prisoners' terms of imprisonment, or release them on parole.

THE TENEMENT HOUSE COMMISSIONER

is the head of the Tenement House Department. He is appointed by the Mayor. He appoints two deputies and defines their duties. When he is absent he may delegate his powers to either one of them, except the power of appointment. The Tenement House Department shall have a New Building Bureau, a Bureau of Records, and an Inspection Bureau.

The names of owners, agents and lessees of tenement houses shall be filed in the Tenement House Department, and such tenement cannot be occupied until a certificate is issued by the Tenement House Department stating that it conforms to the Tenement House Laws. They shall be examined once a month. Employees of the Tenement House Department cannot be sued personally for acts done in the performance of duty and in good faith. They may enter and examine premises at any time. The Commissioner appoints and removes the Inspectors and other employees.

The POLICE COMMISSIONER may detail not more than 100 men of five years' experience to the Tenement House Department, preference being given to men who have served five years with the sanitary company of the Health Department, and the Tenement House Department shall pay their salaries to the Police Department; while so detailed they are under the supervision of the Tenement House Commissioner, who can object to a man on the ground of incompetency; they are reported back to the Police Commissioner for discipline, and the Police Commissioner may detail another man in the place of one who is unfit.

All the powers and duties possessed by the Police, Health, Fire and Building Departments relative to tenement houses are possessed by the Tenement House Department.

When the public halls of a tenement house are not sufficiently lighted, an artificial light shall be used on each landing from sunrise to sunset, and a light shall be kept burning in the halls of the first and third floors from sunset to sunrise. A person who carries on any illegal business in a tenement house may be removed by summary proceedings. When the warrant of eviction is issued it must be served between sunrise and sunset. In New York it is executed by a marshal.

No court proceedings are necessary to compel a janitor or servant to vacate an apartment for which they pay no rent.

If the owner does not evict prostitutes within five days after receiving orders to do so from the Tenement House Department he shall be deemed guilty of allowing prostitutes to exist therein. The general reputation of a tenement shall be admitted as evidence.

The Police Department shall furnish a weekly statement to the Tenement House Department, showing the number, name and offense of all persons arrested in tenement houses. The Tenement House Department is charged with the enforcement of this act.

THE BOARD OF HEALTH

consists of a Commissioner appointed by the Mayor, the Police Commissioner, ex-officio, and the Health Officer of the Port of New York, the latter being a State official who is appointed by the Governor.

This Board has charge of all contagious diseases and the hospitals where persons with contagious diseases are treated. For the safety of life and health it may tear down buildings—after condemning them—regulate the drainage of sewage, destroy any animal or thing which is dangerous to life or health, remove dead animals, offal, garbage, refuse, etc., from the streets, and abate all nuisances.

A permit from the Board of Health is necessary to operate any of the following named kinds of business and they are operated under the rules and restrictions which the Health Department may prescribe: Gas houses, animal skinning, tanning, varnish and oil boiling, etc.; the transportation of swill, brine, offal and other kinds of refuse; day nurseries, bathing outdoors, slaughter houses, butcher shops, etc., lodging houses, selling milk, driving cattle, sheep and pigs through the streets; construction of cesspools, drainage of sewage, etc., embalming, transporting and burying of dead bodies, and any other noxious or offensive trades.

The Board of Health has almost unlimited power over these matters, and it may make rules and enact laws governing them, the violation of which is a misdemeanor.

It may issue a proclamation prohibiting communication with any portion of the city which is infected with contagious disease.

The Board of Health may issue warrants of arrest for violation of its orders, rules or laws. Such warrants are executed in the same manner as warrants issued by a magistrate. The prisoner shall be taken before a magistrate. When the magistrate issues a warrant for a violation of the health laws, the Board of Health shall be notified before the prisoner is tried. A policeman or a Health Department officer may arrest any person whom they see violating the Board of Health laws. In addition to other punishments, violators of the health law may be sued civilly by the Health Department.

There are two bureaus in the Health Department, a Sanitary Bureau and a Bureau of Records. The chief officer of the one is the Sanitary Superintendent, who must be a physician of ten years' experience. The chief officer of the other is the Register of Records, in whose bureau shall be entered all deaths, births, marriages and Coroner's inquisitions. This board appoints at least fifty Sanitary Inspectors.

Members of the Board of Health, Sanitary Inspectors, etc., may enter and examine any premises at any time.

They cannot be sued civilly for their official acts performed in good faith, but the City may be sued for their actions.

This department exercises supervision over the following businesses and may make rules regulating the manner in which they shall be conducted: Sale of food and drink, which include all edibles; sale of anti-toxin, drugs, etc.; medical and midwife practitioners. But a permit or license from the Health Department may not be necessary to conduct those kinds of business.

Physicians and other employees of the Health Department who have served twenty years, or who have been disabled in the discharge of duty, may be retired on a pension of half pay. But no pensioner shall receive more than \$1,200 a year. Fines and penalties collected by the Health Department are paid into this pension fund.

PARK DEPARTMENT.

The head of the Park Department is called the Park Board, and consists of three commissioners, appointed by the Mayor, one of whom shall be designated President in his appointment. The Mayor shall specify the Borough each one shall have charge of. The principal office is in Manhattan. One has charge of all the parks in Manhattan and Richmond, one of those in the Bronx, and one of those in Brooklyn and Queens.

They have entire control and management of the parks and the streets adjoining for a distance of 350 feet (so far as the surface, grading, erecting of lights, fountains, statues, etc., are concerned), control over all employees and all policemen detailed to duty in the parks, except that a delinquent policeman shall be reported back to the Police Commissioner for discipline. They have power to make rules for the government of the parks, subject to the approval of the Board of Aldermen.

The Commissioner of Manhattan and Richmond shall maintain the Museum of Natural History, Metropolitan Museum of Art, Aquarium, Meteorological and Astronomical Observatories.

The Park Commissioners of the Boroughs of Brooklyn and Queens may maintain, by contract, the Brooklyn Institute of Arts and Sciences; and the Commissioner of the Bronx may maintain there by contract with the New York Botanical Society a botanical garden, and a zoological garden by contract with the New York Zoological Society; the contracts to be approved by the Sinking Fund Commissioners.

THE ART COMMISSION

is composed of the Mayor, who is ex-officio (by virtue of office) President of the Museum of Art; President of the New York Public Library, ex-officio; President of the

Brooklyn Institute of Arts and Sciences, ex-officio; one painter, one sculptor and one architect, all residents of the City of New York, and three other persons who are residents of New York, but not members of any art or profession. All of the six last mentioned to be appointed by the Mayor for three years, from a list of three times the number required, proposed by the Society of Fine Arts Federation. They shall serve without pay and appoint a president and secretary from their number. No work of art, etc., shall be accepted by the City until passed upon by this commission.

FIRE DEPARTMENT.

The Fire Commissioner is appointed by the Mayor. He shall appoint two deputies and define their duties, one of whom shall exercise the duties of the Commissioner when he is absent, except to make appointments. The Fire Commissioner must file two bonds, one of \$20,000 and one of \$10,000, with the Comptroller for the faithful performance of his duties. He is treasurer of the Fire Department. He has power to make rules, etc., for the government of the department and he may organize the department into as many bureaus as shall be necessary for the convenient transaction of business. One BUREAU shall be for the EXTINGUISHMENT OF FIRES, the head of which is called CHIEF OF THE FIRE BUREAU (formerly Chief of the Department). Another shall have charge of FIRE PREVENTION, the head of which is called CHIEF OF THE BUREAU OF FIRE PREVENTION. The Commissioner has power to appoint the heads of these bureaus, assistants, etc., and they are under his control.

The Chief of the Fire Bureau ("Chief of Department"), under the direction of the Fire Commissioner, is head of the Uniformed Force. The following are the ranks and grades of the Uniformed Force: Chief, Deputy Chiefs, Battalion Chiefs, Foremen, Assistant Foremen, Engineers of Steamers, 1st, 2nd, 3rd and 4th Grade Firemen, and Un-uniformed, or Probationary Firemen. A Foreman is the commander of a company; a Battalion Chief is the commander of a district comprising a number of companies; a Deputy Chief is in charge of a Division, which is made up of a number of Battalions.

There are four grades of Firemen, receiving three rates of salary, as follows: 4th Grade, salary \$1,000; 3rd Grade, \$1,000; 2nd Grade, \$1,200; 1st Grade, \$1,400. Engineers of Steamers receive \$1,600. They are 1st grade Firemen assigned to duty as Engineers. Firemen are appointed for a probationary period of three months, after which, unless rejected, they become 4th grade Firemen. After serving one year in the 4th grade a Fireman enters the 3rd grade; after one year in the 3rd grade he enters the 2nd grade; after one year in the 2nd grade he enters the 1st grade.

The Chief of the Bureau of Fire Preven-

tion, under the direction of the Fire Commissioner, is head of the Bureau of Fire Prevention, which includes the division of Fire Prevention Inspection, the division of the Fire Investigation and the Division of Control of Combustibles. The head of the division of Fire Prevention Inspection is the Chief Inspector, who has under him a staff of Supervising Inspectors, Inspectors, etc. It is the duty of this division to inspect all buildings and see that they are properly protected against fire. The Fire Commissioner has mandatory power to vacate all premises reported to be unsafe and to condemn buildings which are a menace. The head of the division of Fire Investigation is the Fire Marshal, who has a staff of Assistant Fire Marshals. It is the duty of this division to investigate the causes of fires.

The head of the Bureau of Combustibles is the Inspector of Combustibles, who has a staff of Assistant Inspectors of Combustibles and Oil Surveyors. The duty of this bureau is to see that the laws and ordinances relating to the handling and storage of explosives and combustibles are complied with.

The heads of the three divisions of the Fire Prevention Bureau are responsible to the Chief of Fire Prevention. The Chief of the Fire Bureau (Chief of Department) and the Chief of Fire Prevention are directly responsible to the Fire Commissioner.

The Fire Prevention Law which went into effect in November, 1911, greatly enlarged the powers of the Fire Commissioner by giving him power to ENFORCE all laws and ordinances in respect to: (1) Prevention of fires; (2) storage, sale, transportation and use of combustibles, chemicals and explosives; (3) installation and maintenance of automatic and other fire alarm systems and fire extinguishing equipment; (4) the means and adequacy of exit from all buildings, vessels and places where numbers of persons work, live or congregate (except tenement houses); (5) the investigation of the causes of fires and the suppression of arson.

The Fire Commissioner through his subordinates has power (1) to inspect any building, vessel or place in Greater New York; (2) to order the remedying of any condition in any building or vessel or place (except tenement houses, these being under the jurisdiction of the Tenement House Commissioner), which is in violation of any law or ordinance in respect to fires or fire prevention (except the Tenement House Law); (3) to require the installation in any building, as required by law or ordinance, of fire alarm systems, extinguishing equipment or safe means of exit; (4) to require any unsafe building to be vacated or condemned; (5) to remove from a dock any vessel considered to be a menace; (6) to take proceedings for the enforcement of any order not complied with.

The Commissioner, or any authorized

subordinate, may enter any building at any reasonable hour to make inspection.

There is a FIRE ALARM TELEGRAPH BUREAU located at Fire Headquarters. All alarms register in this bureau and are sent out from this bureau by electrical transmission to the fire houses throughout the city.

No one shall FLY A KITE near the wires of the Fire Department. The Commissioner may collect rents, etc., for the use of special fire alarm service, which he shall pay into the general fund for the reduction of taxation. He may sue for and recover damages for violation of the fire laws, which he shall pay to the treasurer of the Fire Relief Fund. Any member of the uniformed force who shall be publicly NOMINATED FOR AN OFFICE ELECTIVE by the people, and who shall not decline the same within ten days, shall be deemed to have vacated his office in the Fire Department. The Commissioner cannot order firemen to purchase uniforms at any particular place.

The VOLUNTEER FIRE FORCE in Brooklyn, Queens and Richmond shall attend to all fires until the paid department shall be extended there, when it will be disbanded; then its members will have preference of appointment in the paid department and upon passing a non-competitive examination they shall be placed at the head of the eligible list. A new volunteer company cannot be incorporated without the approval of the Fire Commissioner.

EVERY BUILDING OVER 100 FEET HIGH shall be equipped with water pipes, with hose attached on each floor, and those over 150 feet shall have water tanks on the roof, with hose and other fire apparatus, electric pumps, and at least one passenger elevator always ready for service.

If a person is KILLED BY ANY EXPLOSIVE, the sale of which is prohibited by law, or which has not been licensed, the person selling same is guilty of a felony. Penalty, not less than \$1,000 fine or imprisonment for one year. Insurance companies cannot insure explosives, the sale of which is prohibited by the Fire Commissioner. When the Fire Commissioner refuses an applicant permission to sell or store a certain compound, such applicant may appeal to an arbitration committee, composed of the Fire Commissioner, President of the New York Board of Trade and Transportation, and the Chairman of the New York Section of the American Chemical Society, whose decision shall be binding in the matter. Explosives shall be sold only under the rules established by the Fire Commissioner and the ordinances of the Municipal Explosive Commission.

Failure to comply with any regulation established by the Fire Commissioner for the use of explosives or failure to attend and testify at an inquiry upon an order from the Commissioner, is a misdemeanor; \$50 fine. Half of the fine may be paid to the person giving information of the violation. All suits to recover penalties are to

be brought in the name of the Fire Commissioner, and without cost.

Dynamite, blasting powder, or other EXPLOSIVES SHALL NOT BE MANUFACTURED IN THIS CITY. No one shall sell, use, keep or transport gunpowder or any other explosive, except by permission of the Fire Commissioner, under regulations established by the MUNICIPAL EXPLOSIVE COMMISSION, which is composed of the Fire Commissioner, who is, ex-officio, chairman and member of said board, and four other members who are appointed and removed by the Mayor; one from a list of ten names to be submitted by the New York Section of the American Chemical Society. They meet at the call of the Fire Commissioner. Each member receives \$10 for each meeting he attends.

The Fire Commissioner may REVOKE LICENSES of persons who violate the ordinance relative to explosives.

The Fire Commissioner may establish a depot for the use of explosives to be used by the Fire Department in LEVELING DANGEROUS BUILDINGS and to prevent the spread of fire, and for this purpose he may take possession of any building. The Fire Commissioner and his officers may enter and inspect buildings at any time. There is a FIRE MARSHAL for the Boroughs of Manhattan, the Bronx and Richmond, and one for the Boroughs of Brooklyn and Queens. They, or the Fire Commissioner, or the Chief of the Fire Prevention Bureau, have power to hold investigations, subpoena witnesses and administer oaths where the origin of fires looks suspicious of having been caused through wilful violation of law. The Fire Marshal sends a report of such investigation to the Fire Commissioner and Police Department, in writing, also to Board of Fire Underwriters and the owner of the property interested. The Fire Department may demolish buildings to prevent the spread of fire.

Firemen may be retired on half pay after twenty years' service, or after ten years, if they have been disabled in the performance of duty. The Pension Fund of the Fire Department receives 10 per cent. of all excise receipts for licenses, etc.

Any insurance company which has \$150,000 invested in this State, which is organized under the laws of another State or county and is doing business in this city, must pay 2 per cent. of its receipts from premiums to the FIRE RELIEF FUND, of which the Commissioner is treasurer. There is also an auditing committee appointed by the Mayor, two from the active members of the force and one from the retired members, who make an examination of the fund at least once a year.

PROMOTIONS are made on the basis of seniority, meritorious service and superior capacity as shown by Civil Service examination. Individual acts of bravery are classed as an element of meritorious service and a higher rating may be granted to firemen for such acts, the rating to be fixed by the Municipal Civil Service Commission.

The Fire Commissioner must transmit to the Civil Service Commission the complete record of each candidate for promotion.

No member of the Fire Department is permitted to JOIN ANY POLITICAL ORGANIZATION or pay any money thereto.

The hose bridges used by the Fire Department in laying hose over railroad tracks are provided by the railroad companies and approved by the Fire Commissioner.

The members of the Police and Fire Departments may keep all idle and suspicious persons away from the vicinity of a fire.

No one shall leave a TRAP DOOR, shutter, etc., OPEN which should be closed at the end of the day, and if a fireman is INJURED by such, the party responsible for leaving it open may be sued for \$1,000. If a chimney takes fire, the occupants of the house must forfeit \$5. FIREMEN ARE EXEMPT from military and jury duty, arrest on civil process or the service of subpoenas in civil cases while actually on duty.

It is a misdemeanor to wear a fireman's uniform without authority.

Applicants for the position of fireman must be between 21 and 30, and never have been convicted of a felony.

A fireman cannot be fined more than ten days' pay for any one offense.

The Police Department IS REQUIRED TO CO-OPERATE, ETC., with the Fire Department by keeping fire escapes clear; by preventing the unlawful use of explosives; by helping to investigate incendiary fires and arresting the guilty parties; by forming lines at fires to protect persons from getting in the danger zone, and from obstructing firemen in their work; by preventing the obstructing of fire hydrants, etc.

THE BOARD OF EDUCATION

consists of forty-six members; twenty-two shall be residents of Manhattan, fourteen of Brooklyn, four of Bronx, four of Queens and two of Richmond. They have control of the public schools. They are appointed by the Mayor for five years. They elect one of their number as president, who has power to vote, but not to veto. They serve without pay and cannot hold any other office of emolument under the State, City or County. This board may, with the consent of the Board of Estimate and Apportionment, make arrangements with a railroad company to transport children to and from school at half rates. The Board appoints a Superintendent of School Supplies, a City Superintendent of Schools and a Superintendent of School Buildings. The latter shall be an architect.

There shall be eight Associate Superintendents, who, with the City Superintendent, shall constitute the BOARD OF SUPERINTENDENTS. They are appointed by the Board of Education.

There are forty-six LOCAL SCHOOL BOARDS, each board to consist of five persons, appointed by the Borough Presi-

dent, a member of the Board of Education and the District Superintendent assigned to duty in that district. The local board maintains discipline, etc. There is also a BOARD to EXAMINE teachers trying to qualify for positions, consisting of the City Superintendent of Schools and four persons appointed by the Board of Education on the nomination of the Board of Superintendents.

The Board of Trustees of the COLLEGE OF THE CITY OF NEW YORK consists of nine residents of New York, who are appointed by the Mayor and the President of the Board of Education, ex-officio, and the President of said college, ex-officio.

Members of the Board of Education, with the president, ex-officio, shall be trustees of the NORMAL COLLEGE, which teaches girls free, and prepares them for school teachers. The Board of Education appoints three of its members a committee for the management of a NAUTICAL SCHOOL, to teach the science of navigation. The Chamber of Commerce appoints a committee of three persons from said board, who act as counsel and advisory board of the Nautical School.

Certain charitable institutions for children share in the City's school funds.

DEPARTMENT OF CHARITIES.

The head of the Department of Charities is called the Commissioner of Charities. He appoints two deputies, to whom he may delegate his powers, except to make appointments and transfers. He has charge of the City's institutions for the care of poor and indigent persons and vagrants, inmates of which shall be classified according to their previous character. He may place out, or indenture, any child in such institutions, and, as far as possible, with persons of the same religious faith as the child.

Whenever a DESTITUTE CHILD is about to be committed to any of the City's charitable institutions, the Charity Commissioner shall have the circumstances of such case inquired into and report his finding to the Magistrate who is committing the child until it is sixteen years old, or indentured out. The Commissioner may give outdoor relief to poor BLIND ADULTS who are residents of this city for two years, but not more than \$100 a year to each one.

All BASTARDY PROCEEDINGS are conducted by and in the name of the Charity Commissioner, and the amount collected shall be paid him for the support of the child or the mother and child. He has power to compromise bastardy and abandonment cases. Any legal proceeding in a case where a bond has been given shall be in the name of the Commissioner, and any money recovered on same shall be paid to him for the support of the abandoned family.

The ALLIED HOSPITALS are Harlem, Gouverneur and Emergency Hospital on 26th Street. BELLEVUE AND ALLIED

HOSPITALS shall be separate from the Department of Charities, and shall be conducted by a board of seven trustees, residents of New York, with the Charity Commissioner as ex-officio. They shall serve terms of seven years. They are appointed by the Mayor from a list of names submitted by the heads of the following departments: United Hebrew Charities Society of New York City, Particular Counsel of New York Society of St. Vincent De Paul, the New York Association for the Improvement of the Condition of the Poor. The board appoints and removes a superintendent, medical officers and other employees. The MORGUES are in charge of the Charity Department.

The POTTER'S FIELD is in charge of the Commissioner of Correction.

THE POLICE COMMISSIONER

is appointed by the Mayor and is the head of the Police Department. He makes rules and regulations for its government, and is responsible for its administration and discipline. His term of office is five years, but he may be removed at any time by the Mayor or Governor, in which case he is not eligible for reappointment. He appoints a First, Second, Third and Fourth Deputy Commissioner and during his absence he may delegate his powers, except the power of APPOINTMENT AND TRANSFER, to the First Deputy. When the Commissioner and First Deputy are absent this power is delegated to the Second Deputy, and so on down to the Fourth Deputy. He is responsible for the enforcement of all laws and ordinances. He may appoint as many additional patrolmen as are necessary, provided the Board of Estimate and Apportionment has appropriated money to pay them.

The Commissioner, or any of his Deputies, may sit in judgment at the trial of any member of the force, issue subpoenas, and subpoenas duces tecum (to produce documents, etc., which may be required in the prosecution of an inquiry), and compel the attendance of witnesses who have been subpoenaed. This might be called a JUDICIAL or quasi-judicial FUNCTION.

The COMMISSIONER has POWER to reprimand, fine or dismiss any member of the force for a violation of its rules or neglect of duty, and to suspend without pay any member of the force. A copy of the MINUTES of any PROCEEDING of the Police Commissioner, when properly attested by the Chief Clerk, may be offered in any court with the same effect as the original. All suits for reinstatement must be commenced within four months after the cause of action shall have accrued. Members of the force cannot RESIGN without the permission of the Commissioner, under penalty of forfeiture of their salary.

In cases of RIOT, INSURRECTION or other emergency, the Commissioner may appoint as many SPECIAL PATROLMEN from among citizens, without pay, as he

deems desirable. They are subject to the same rules and possess the same power as regular patrolmen, but their employment may be discontinued at any time. He may also appoint Special Patrolmen for corporations or individuals who need them and who pay their salaries. They are governed by the rules of the Police Department.

The Commissioner may establish Station Houses, with the authority of the Sinking Fund Commission, and he shall provide accommodations for the detention of witnesses, as authorized by the Board of Aldermen.

He appoints a PROPERTY CLERK, who may be required to give a bond, and to whom all lost and stolen property (except animals, which must be sent to the Pound or other place of safe keeping) shall be sent as soon as practicable. When a prisoner is discharged in court, who has been arrested upon a charge of larceny or receiving stolen goods, the Magistrate shall direct how the stolen property shall be disposed of. If he orders it returned to the accused person, no other person can get it.

PROPERTY NOT CLAIMED within six months may be sold at auction, after being advertised ten days in the City Record. If PROPERTY in the possession of the Property Clerk is REQUIRED as evidence in COURT, it shall be produced therein by an order of such court; but it must be again returned to the Property Clerk when it is no longer needed as evidence.

POLICEMEN possess all the POWERS of Constables in any part of this State, and may execute warrants of arrest therein which are issued by Magistrates. When a policeman makes an ARREST he shall immediately make the same known to the officer in command of the precinct wherein the arrest is made, and, if court is open, immediately take the prisoner before a Magistrate. The commanding officer of the precinct will make a return of such prisoner to the Police Commissioner within twenty-four hours. When a woman is arrested she shall be taken to a station where there is a matron.

The Police Force is divided into two broad divisions, the Uniformed and the Un-uniformed force. The Un-uniformed force consists of the Police Commissioner, four Deputy Police Commissioners, one Secretary, one Chief Clerk, and subordinate clerks, Bookkeeper and subordinates, Superintendent of Electrical Service and line-men, wiremen, etc.; Property Clerk and subordinates, Complaint Clerk and subordinates, Mechanics, Hostlers, Cleaners, etc.

The Uniformed force consists of one Chief Inspector, one Borough Inspector, Inspectors, Surgeons (with rank of Inspector), Chaplains (with rank of Inspector), Captains, Lieutenants, Sergeants, Patrolmen, Doormen and Matrons. Doormen do not rank as Patrolmen.

The various kinds of duty to which members of the Uniformed force are assigned, in addition to ordinary patrol duty on foot, are: Detective Bureau, Harbor Patrol, Traffic Regulation, Magistrates' Courts, Mu-

municipal Departments and offices, Mounted Patrol, Bicycle Patrol and Motor Cycle Patrol.

There is not more than one Captain, four Lieutenants, four Sergeants and two Doormen to each fifty Patrolmen, except in the rural districts, where the ratio varies.

Patrolmen are divided into seven grades. The pay for grades ranges from \$800 to \$1,400 a year. A Patrolman's salary is increased at the rate of about \$100 for each year's service, if his conduct be good, until he receives the maximum pay of \$1,400 a year. The Board of Estimate and Apportionment may increase this salary.

Candidates for the position of Patrolmen shall be between 21 and 30 years, must be citizens and residents of New York State, of good character, never having been convicted of a felony, and be able to read and write the English language.

The ranks of Inspector, Detective-Sergeant and Roundsman were ABOLISHED April, 1907. The Police Commissioner may detail Captains to act as Inspectors, and while so acting they receive a salary of \$3,500 a year and title of Inspector, but the Commissioner may reduce them at any time to the rank and pay of a Captain.

A Captain detailed to act as an Inspector for a period or periods aggregating five years will, upon retirement, be entitled to the pension of former Inspectors (\$1,750). One of the Inspectors may be detailed to act as Chief Inspector and one as Borough Inspector. The Commissioner may detail any member of the force to duty in the DETECTIVE BUREAU, and he may designate not over 150 members of the force, attached to said bureau, as detectives of the first grade, who, while acting as detectives of the first grade, shall be paid the salary of Lieutenants of Police (\$2,000 a year). Other members of the force doing duty in said bureau will receive the salary which they would ordinarily receive in their respective grades, as if attached to any other branch of the Police Department.

The PERSON who may be assigned by the Police Commissioner to command the Detective Bureau, while acting in such capacity, shall receive the same salary as a Captain of Police who is detailed as an Inspector. Members of the force attached to the Detective Bureau may be remanded back to their former rank at any time.

PROMOTIONS shall be made upon the basis of seniority, meritorious police service and superior capacity as judged by competitive examinations. Patrolmen have to serve five years, Sergeants two years, and Lieutenants three years, before they can be promoted to the next higher rank. Sergeants may be reduced to the grade of a Patrolman upon being convicted of a violation of the rules or neglect of duty. But his case may be reviewed by a WRIT OF CERTIORARI, which means that it may be reviewed by a higher court.

The principal DUTIES of the police are: To preserve the peace, prevent crime and arrest offenders, suppress lawlessness, protect life and property and to regulate, con-

trol and restrict all vehicular traffic. Members of the Police Force who have been NOMINATED for PUBLIC OFFICE and who do not publicly decline the same within ten days thereafter shall be deemed to have vacated their office.

The Commissioner, his Deputies, the Chief Clerk and First Deputy Clerk may ADMINISTER OATHS in matters pertaining to the business of the Department, and Inspectors, Captains and Lieutenants may administer an oath to any citizen who makes a complaint that a crime has been committed, and may require the citizen to swear to his complaint.

Members of the force are prohibited from joining, or contributing money to, any political association. They cannot accept any REWARD or contribution in addition to their salary. But the Commissioner may give a Policeman permission to receive a reward for meritorious and extraordinary police service.

Two policemen shall be detailed to each POLLING PLACE ELECTION DAY, who shall prevent electioneering within 100 feet of the polls, and enforce the election laws.

The Police shall co-operate with the HEALTH DEPARTMENT for the promotion of public health, and safety of human life; and to this end the Commissioner shall detail to the Health Department from 50 to 100 Policemen of five years' experience, whose salaries the Health Department shall pay. While so detailed they are under jurisdiction of the Health Department, but the Board of Health may report back to the Police Department for discipline any policeman guilty of wrongdoing, and the Commissioner shall detail another man in his place.

The Board of Health may, with the consent of the Police Department, IMPOSE ANY OF THE DUTIES of a subordinate in the Health Department upon subordinates of the Police Department.

The Police possess powers of general supervision and inspection over all Pawnbrokers, Venders, Junkmen, Cartmen, Second-Hand Dealers and Auctioneers.

Any person acting by the order of the Police Commissioner, a Deputy Commissioner, an Inspector within his district or a Captain within his precinct, has power to examine the books of any pawnbroker when in search of stolen property. Any person having a PAWNBROKER'S TICKET, when accompanied by a policeman, may examine the property represented by such ticket. Refusal of the pawnbroker or his agent to exhibit such property under these circumstances is a misdemeanor.

The Commissioner, Deputy Commissioner, Inspector within his district and Captain within his precinct, may, by authority in writing, empower any member of the force, when in search of stolen property, to examine the business premises of any Pawnbroker, Junk Shop Keeper, Second-Hand Dealer, Intelligence Office Keeper, Auctioneer or Vender, and to EXAMINE THE PROPERTY alleged to be pawned,

lost or stolen But no property shall be taken from the possession of any person without due process of law.

ARTICLES pawned shall not be SOLD until one year thereafter, and then only at public AUCTION.

If two or more householders shall report to the Police Commissioner that there are good grounds, and stating the same, for believing a DISORDERLY HOUSE OR A GAMBLING HOUSE to exist, the Commissioner or his Deputy may in writing authorize members of the force to enter same, and arrest all persons found violating the law therein, but none other.

It is a misdemeanor, punishable by two years' imprisonment and \$250 fine, to falsely PERSONATE A POLICEMAN with fraudulent intent, or to display any insignia worn by policemen.

Only policemen, constables and duly appointed peace officers can serve WARRANTS OF ARREST.

Members of the Police Force are exempt from Military and Jury Duty; they are not liable to arrest on civil process, nor to service of subpoenas in civil cases, while actually on duty.

The COMMISSIONER may offer A REWARD for the arrest of a person guilty of homicide, arson, or receiving stolen goods, provided the Board of Estimate and Apportionment has made appropriation therefor.

He is the Trustee and Treasurer of the PENSION FUND, of which he has entire charge, and for which he is held responsible. There is also an Auditing Committee, composed of two members of the uniformed force and one pensioner, who are appointed by the Mayor, and who make examinations of the condition of the Pension Fund, as to whether it is able to meet all obligations against it, etc. The PENSION FUND IS MAINTAINED from the following sources: All fines imposed upon members of the Police Force; deductions made from rewards, fees and testimonials given to members of the Police Force; the proceeds of all lost or stolen property which remains in possession of the Police Department unclaimed for six months; a percentage of all moneys received for Excise licenses; money received for permission to carry Revolvers or Pistols; 2 per cent. of the salaries of all members of the Police Force; all money left over from appropriations for salaries for the preceding year; money received for masked ball permits, and no Masquerade Ball can be held without permission of the Police Commissioner. There are five grades of Masked Balls, the fees for which vary from \$5 for a fifth-class permit to \$100 for a first-class permit.

If the Pension Fund is not large enough to meet its obligations, appropriation shall be made therefor in the Annual Budget.

Every owner or agent of a steam boiler must report its location to the Police Department, so that it may be examined by the Sanitary Company. Such examination costs the owner \$2.

It is unlawful to operate any steam boiler, except locomotive engines and boilers for heating purposes (carrying not more than ten pounds of steam) without having a licensed engineer in charge of same; the license to be issued by the Police Commissioner, upon the report of two practical engineers who are detailed to the Sanitary Company, and who shall have examined the applicant and tested his fitness and competency, and reported favorably thereon.

When an engineer's license is revoked, he shall not receive another license for six months thereafter.

A record of all licensed steam boilers inspected, and the amount of pressure allowed on each one of such boilers, shall be kept by the Police Department.

The Police Department is empowered to take entire charge of any insecure or dangerous boiler until it is made safe.

The following named kinds of business are licensed by the Police Commissioner: Emigrant Boarding Houses, license fee \$10 and a bond of \$500; Brokers of Emigrant Passengers (persons who book emigrant passengers and their baggage to points inland from New York), license fee \$25 a year; Runners (persons who solicit patronage for Hotels, Railroads, Steamboats, etc.), license fee \$20 and \$300 bond; Theatres and Concert Halls, fee \$500 a year.

Intoxicants cannot be sold in Theatres or Concert Halls, except where only Vocal and Instrumental Musical Exhibitions are given, and then only at the discretion and under the direction and restrictions of the Police Department.

Women shall not be employed in furnishing refreshments in places of public amusement.

A minor under 14 years, unaccompanied by his parent or guardian, shall not be admitted to Theatrical Exhibitions in the evening.

It is a misdemeanor to give any entertainment of the stage, except Vocal and Instrumental Exhibitions, on Sunday. In addition to other punishment, the license of such place may be revoked.

No Entertainment of the stage can be given without a license from the Police Commissioner. But this does not apply to private theatricals or entertainments given for charitable purposes.

MISCELLANEOUS DEPARTMENTS AND LAWS.

The Mayor appoints Marshals, who hold office ten years. They must reside in the district where they work. They are Civil Officers. A City Marshal serves dispossess, etc., and is paid by fee as provided by law.

Permission to run Stage Coaches, etc., shall not be granted without approval of a majority of the property owners abounding its lines, nor to run on the same streets with surface cars without permission of the party owning such car line. When such permission is granted, application is then made to the Mayor for a FRANCHISE,

who refers same to the Board of Estimate and Apportionment. The head of any department, except Police and Law, shall FURNISH to any CITIZEN, on payment of 5 cents for every 100 words, a true COPY OF ANY BOOK or account, and such books shall be open at all times to the taxpayers.

No one shall tow garbage out to set for the purpose of dumping it therein.

The powers and duties of the Commissioner of Lighting and Supplies relative to Armories devolve upon the President of the Board of Aldermen, who shall, by virtue of his office, be President of the Board of Armories. The other members of the Board of Armories are: The Mayor, President of the Department of Taxes and Assessments, and a Brigadier Officer from each of the brigades.

The Mayor, Corporation Counsel and Comptroller constitute the BOARD of CITY RECORD, which publishes the official news of the various departments of the City Government.

No person holding a city office shall engage in any city contract.

The Public Service Commission is composed of five members, who are appointed by the Governor. This Commission takes the place of the old Board of Rapid Transit Commissioners, in New York City, and their principal duties are to adopt rules and regulations, and cause the same to be enforced, for the government of railroads and public transportation companies. They may

compel any railroad company to install any kind of cars, or any number of cars or other improvements, which they think proper for the public welfare.

This Commission exercises supervision over gas and electric light companies, and they may compel the above companies to adopt measures, rules and regulations for the benefit of the public.

The Public Service Commission is divided into two divisions, with five member in each division. Greater New York is in the first division. The remaining portion of the State is in the second division. The part of the Board which has jurisdiction of the second division takes the place of the old State Railroad Commission.

CIVIL SERVICE COMMISSIONERS

are appointed by the Mayor. There must be at least three Commissioners, and only two out of three can belong to the same political party. Their duties are to examine candidates for positions in the classified service, and conduct examinations for promotion, and see that no person is appointed to a city position or paid a salary in violation of the Civil Service Laws, the aim of which is to employ only the best servants obtainable.

There is a DEPARTMENT OF LICENSES which has charge of the issuing of licenses to hackmen, peddlers, etc., and which enforces the law governing EMPLOYMENT AGENCIES.

QUESTIONS AND ANSWERS ON CITY, STATE AND FEDERAL GOVERNMENT.

Ques. 1:—What is Government?

ANS.:—Government is any set of conditions under which a nation or community or other body may be required to follow the directions of the recognized authority. In a despotic form of government the will of the ruler must be obeyed. In a constitutional form of government the ruler must act in accordance with the constitution.

Ques. 2:—What is a constitution?

ANS.:—A constitution is a set of fundamental laws prescribing what shall be the purposes for which a nation, community, society, club or other body shall exist; the rights and duties of the individual members; what officers there shall be and what shall be their powers and duties; how the laws are to be made and how changed; how peace is to be preserved, etc.

Ques. 3:—What is the difference between a law and a constitution?

ANS.:—A law is a separate act for a single specific purpose and a law does not

affect the constitution unless it is a constitutional amendment. Constitutional amendments can be made only under conditions provided for in the constitution itself, but laws may be passed at any time that the law making body is in session. No law is valid that conflicts with the constitution.

Ques. 4:—What is the difference between an act of Congress, an act of the State Legislature and an act of the Board of Aldermen?

ANS.:—An act of Congress affects the entire United States; an act of the State Legislature affects only the people of that State; an act of the Board of Aldermen affects only the people of the city.

Ques. 5:—What is Congress?

ANS.:—Congress is the national law making body. It consists of two houses, the Senate and the House of Representatives. Members of the Senate are called Senators, and members of the House of Representatives are called Congressmen.

Ques. 6:—What is a Bill? What is a Law?

ANS.:—A bill is a proposed law. When it has been passed by law making body and approved by the chief executive, it becomes a law.

Ques. 7:—How are Congressmen (Representatives) and Senators chosen?

ANS.:—Each State is represented by two Senators, regardless of its population. U. S. Senators until recently were elected by a majority vote of their respective State Legislatures, but under a recent amendment to the Constitution of the United States they are now chosen by direct vote of the people. Congressmen, that is, members of the House of Representatives, are elected by direct vote of the people. The number of Congressmen from a State is according to the population of that State. Under the provisions of the Constitution of the United States, Senators serve for six years, and Congressmen two years.

Ques. 8:—How is the President of the United States chosen?

ANS.:—He is elected by direct vote of the people, and serves for four years.

Ques. 9:—What is meant by the President's "Cabinet," who compose it, and how are its members chosen?

ANS.:—The President's "Cabinet" means a council composed of the heads of the nine departments of the Executive Department of the Government. These officials are: Secretary of State, Secretary of Treasury, Secretary of War, Attorney-General, Postmaster-General, Secretary of Navy, Secretary of Interior, Secretary of Agriculture and Secretary of Commerce and Labor. All are appointed by the President, and each has charge of administering the affairs appropriate to that department as indicated by the title.

Ques. 10:—Into how many general branches is the Government divided? Define each.

ANS.:—Legislative, Executive and Judicial. The President and his Cabinet constitute the Executive branch. The Supreme Court and the subsidiary Federal Courts constitute the Judicial branch. The Senate and the House of Representatives—or Congress—constitute the Legislative branch.

Ques. 11:—State briefly the duties of the Legislative, Executive and Judiciary Departments of the Federal Government.

ANS.:—It is the duty of Congress to make the laws. It is the duty of the President to enforce the laws. It is the duty of the Courts to interpret the laws.

Ques. 12:—What is meant by "interpret" the laws?

ANS.:—It means that where difference of opinion prevails as to the meaning of a law, the courts have power to declare its meaning, and thereupon the law must be so in-

terpreted. It also means that if Congress passes a law which is believed to be in violation of the Constitution of the United States, the courts must decide the question and if the courts declare that it is unconstitutional the law becomes void.

Ques. 13:—Why would it not be better to have a king with absolute power to rule over the country, instead of having three different branches which may disagree with each other and thus lack unity of action in matters that may be very important to the welfare of the country?

ANS.:—Because, unless there could be an assurance of having a king so wise and just that the affairs of the nation would best be in his hands, it is better to have the government in the hands of three different branches, each of which acts as a check on the other, and all of whom are chosen by the people, directly or indirectly; and all of whom can be removed by proper procedure if they fail to do their duty.

Ques. 14:—What is meant by an "Executive Officer?"

ANS.:—An Executive Officer is one who is charged with the enforcement of laws or the management of the affairs of a department of government.

Ques. 15:—Describe as well as you can, what is the Constitution of the United States, when and how was it adopted and for what purpose, and its principal provisions.

ANS.:—The Constitution of the United States was adopted during the Revolutionary War, which was a rebellion of the American colonies against their mother country, England. The Colonies had declared their independence of England, and it therefore became necessary to form a government of their own. They decided to have a republic instead of a monarchy, and they agreed upon a set of fundamental rules under which the new government should be conducted. This set of rules is called the Constitution.

The Constitution does not go into small details, but deals only with the fundamental principles for the conduct of the government, leaving minor matters to be made the subject of legislation by Congress.

The most important declaration of the Constitution is that all men were created free and equal, and therefore all citizens of the United States shall have equal rights.

The next most important declaration is that all citizens shall have a voice in the government and shall have the power to elect those who are to make the laws (Congress) and the principal officer who is to enforce the laws (the President), and it limits the number of years they shall serve, so that they cannot hold office for life after being once elected.

It then prescribes into how many principal departments the government shall be divided and the duties of each department.

Ques. 16:—Name some of the powers of the President.

ANS.:—He is the Commander-in-Chief of the Army and Navy. He may pardon or relieve any person convicted of a crime except where a person has been impeached by Congress. He appoints the heads of most federal departments, such as the Secretary of War, Attorney-General, Postmaster-General, Collector of the Port, etc. He has the power to approve or disapprove all laws passed by Congress. He appoints all diplomatic representatives to foreign countries, subject to approval by the Senate. He may negotiate treaties with foreign countries.

Ques. 17:—State some of the principal powers of Congress.

ANS.:—Congress makes the laws for the governance of the nation. These laws must not conflict with the Constitution of the United States and they must not interfere with State rights, unless the welfare of the nation as a whole justifies it. Congress, for example, can pass a law that no railroad which passes through a number of states shall charge more than a certain number of cents per mile to carry passengers, but it has no power to pass a law that a street railroad which operates only in New York City shall charge a particular fare. It can only interfere in the affairs of states where the affairs of those states affect other states.

Congress has the power to coin money, declare war, impose taxes, provide for the defense of the nation and the general welfare of the nation, and prescribe penalties for violations of Federal laws.

Ques. 18:—What is an "Act of Congress"?

ANS.:—It is a proposal by any member of Congress which is adopted by a majority vote and approved by the President of the United States.

Ques. 19:—What is a "Bill"?

ANS.:—It is a proposal as above stated.

Ques. 20:—Can a Bill become a Law in spite of the President's disapproval?

ANS.:—If the President disapproves a measure, it can become a Law through both houses of Congress repassing it over his veto by a 2-3 vote.

Ques. 21:—Is there any other way in which a Bill can become a Law without the President's approval?

ANS.:—If he fails to either approve or disapprove, it becomes a Law the same as though he had approved.

Ques. 21½:—How are members of the House of Representatives and of the Senate chosen?

ANS.:—Members of the House of Representatives (Congressmen) are chosen by direct vote of the people, at elections held every two years. One Representative is allowed for every 30,000 inhabitants. Senators, until recently, were chosen by the State Legislatures, but under a recent amendment to the Constitution of the United States they are now being chosen by

popular vote, the same as Congressmen. Two Senators are allowed for each state, regardless of its population. Senators serve for six years.

Ques. 22:—How are the President and Vice-President of the United States chosen, and how long do they serve?

ANS.:—Instead of the people voting directly for President and Vice-President, they vote for Presidential Electors. The Electors who are elected hold what is called an Electoral College, wherein the votes are counted, and for whomever the majority of Electors cast their ballot, that person is declared elected. Each party has candidates for Presidential Elector, and a vote for a Presidential Elector is equivalent to a direct vote for the Presidential or Vice-Presidential candidate for whom that Elector stands. The President and Vice-President serve for four years.

Ques. 23:—Who would become President if the President died?

ANS.:—The Vice-President.

Ques. 24:—Who would become President if the Vice-President died after becoming President?

ANS.:—The Secretary of State.

Ques. 25:—How is the Cabinet of the President chosen, and for how long do they serve?

ANS.:—They are appointed by the President and serve as long as the President serves, unless he sooner removes them.

Ques. 26:—Of what is the Judicial Department of the United States Government composed?

ANS.:—It is composed of the United States courts. These courts are: Supreme Court of the United States, Circuit Courts, Court of Claims, and District Courts. Circuit Courts include a number of States, while there are several District Courts in most States.

Ques. 27:—What is the duty of the United States Courts?

ANS.:—It is to pass on disputes in matters of law, but such disputes must not relate to matters appropriate to be settled by the individual States of the United States.

Ques. 28:—How are Judges of the United States Courts chosen?

ANS.:—They are appointed by the President of the United States, and hold office for life, or during good behavior.

Ques. 29:—Into what departments is the government of the State of New York divided?

ANS.:—Legislative, Executive and Judicial.

Ques. 30:—What is the duty of the Legislative Department?

ANS.:—It is to make the laws.

Ques. 31:—Is there any higher law than the laws passed by the Legislature?

ANS.:—Yes. There is the Constitution of the State of New York.

Ques. 32:—What is the Constitution of the State of New York?

ANS.:—It is a body of fundamental laws, embodying the Constitution of the United States and with the additional of fundamental laws for the governance of the State as an independent state. Each state in the United States, when it is admitted to the Union as a state, adopts a Constitution which must conform to the Constitution of the United States. This is the basis of all law in the state.

Ques. 33:—Does the Legislature amend the Constitution of the State?

ANS.:—The Legislature does not amend the Constitution of the State. On the contrary, all laws passed by the Legislature must be in harmony to amend the Constitution; the proposal is introduced into the Legislature as a proposed amendment. If this is passed by the Legislature, the proposal is submitted to the people to be voted upon at the next general election. If it receives two-thirds of all the votes cast, it becomes effective as an amendment to the Constitution. If it does not receive two-thirds of the votes cast, the proposed amendment has failed.

Ques. 34:—What kind of laws has the Legislature the power to pass?

ANS.:—Any kind of law that does not interfere with the Constitution of the United States or the Constitution of the State of New York or that does not interfere with purely local affairs in cities and towns.

Ques. 35:—Give an example of a law that would be a violation of the Constitution of the State of New York.

ANS.:—A law declaring that persons could be sent to prison, in times of peace, without a trial.

Ques. 36:—Give an example of a law that would be interfering with local affairs.

ANS.:—One that would prescribe that in the city of New York all lamp posts must be painted blue. Such a law might be legal if it provided that lamp posts must be painted blue in all cities of a certain population, but it would not be legal if it affected only one city, unless the matter involved were one affecting the welfare of the people of the state generally.

Ques. 37:—Give an example of a local matter in the City of New York that it would be proper for the Legislature to pass a law governing.

ANS.:—If there were scarlet fever in the City of New York and the city made no effort to prevent its spreading, it would be appropriate for the Legislature to pass a law directing the City of New York to take measures to prevent such spread.

Ques. 38:—What is meant by "Veto"?

ANS.:—A Veto is the act of a President refusing to approve a bill of Congress, or a Governor refusing to approve a bill of the Legislature, or a Mayor refusing to approve an Ordinance or Resolution of the Board of Aldermen.

Ques. 39:—Who has the power to make Treaties with foreign countries?

ANS.:—The President of the United States, with the approval of a two-thirds vote of the U. S. Senate.

Ques. 40:—Since the number of Congressmen each State is entitled to is determined by the population, how is the population ascertained?

ANS.:—It is ascertained through a Census taken by the Federal Government every ten years.

Ques. 41:—What is meant by a trial by jury?

ANS.:—According to the Constitution of the United States, every person charged with a crime is entitled to a trial by fellow citizens. In the higher courts a jury consists of 12 citizens; in Justices' courts a jury consists of 6. The jurors hear the testimony, and then decide whether the defendant is guilty or not guilty.

Ques. 42:—Who is Commander-in-Chief of the Army and Navy of the United States?

ANS.:—The President.

Ques. 43:—What is necessary before a foreigner can become a citizen?

ANS.:—He must have resided in the United States for five years, and must have declared his intention to become a citizen two years before he can secure the right of citizenship. He must renounce his allegiance to his native country and take oath that he will support the Constitution of the United States.

Ques. 44:—Of what does the Legislative branch of the State of New York consist?

ANS.:—Of the Senate and Assembly.

Ques. 45:—How are Senators and Assemblymen chosen?

ANS.:—Senators are chosen by direct vote of the people every two years, and Assemblymen every year. The State is divided into Senatorial Districts and Assembly Districts. A Senatorial District includes several Assembly Districts.

Ques. 46:—Have Senators greater power than Assemblymen?

ANS.:—No, except that the Senate, consisting of 50 members, has as much voting power as the Assembly, consisting of 150 members. Individual Senators have no more power than individual Assemblymen.

Ques. 47:—Of what does the Executive branch of the State Government consist?

ANS.:—It consists of officials elected by direct vote of the people to have charge of important branches of the government and

officials appointed by the Governor to preside over departments which have no elective heads.

Ques. 48:—Who are the principal executive officers elected by the people, and how long do they serve?

ANS.:—The Governor, Lieutenant Governor, Secretary of State, Comptroller, Treasurer, Attorney General and State Engineer and Surveyor. All serve for two years.

Ques. 49:—Briefly state the powers of each of the principal executive officers of the State government.

ANS.:—The Governor has the power to approve or disapprove all measures passed by the Legislature. If he vetoes (disapproves) a measure, it can become a law only by being re-passed by the Legislature by a 2-3 vote. The Governor is Commander-in-Chief of the land and naval militia of the State, and can remove from office, on charges, the Mayors of cities and other officials who cannot be removed by any local officer.

The Lieutenant Governor is President of the Senate, and in case of the death of the Governor, succeeds to that office.

The Secretary of State is keeper of the papers of the State and certifies State documents. He publishes and distributes the laws, etc., issues notices of elections, licenses, etc.

The Comptroller manages the funds of the State and is in charge of the collection of taxes.

The Treasurer has charge of all monies paid into the Treasury.

The Attorney-General is the official counsel of the State. It is his duty to prosecute in the name of the State and to advise the officers of the State in matters of law.

The State Engineer and Surveyor is in charge of engineering and surveying of public lands and canals of the State.

Ques. 50:—Name some executive officers who are appointed by the Governor.

ANS.:—Superintendent of Public Works, State Commissioners of Health, Superintendent of Insurance, Superintendent of Banking, State Board of Charities, Commissioners of State Prisons, Railroad Commissioners, State Tax Commissioners, State Civil Service Commissioners, Excise Commissioner, State Commissioner of Labor, State Board of Mediation and Arbitration.

Ques. 51:—How is it that in the United States Government, the Secretary of State and other principal executive officers are appointed by the President, while under the Government of the State of New York the highest officials are elected by the people?

ANS.:—Each State has the power to decide for itself in matters of that kind. In some States an officer may be elective, while in other States the corresponding officer may be appointive.

Ques. 52:—How does the State of New York obtain money with which to pay the expenses of the Government?

ANS.:—The Legislature passes laws providing that certain kinds of property be taxed. Taxes may be levied either on real property (immovable property) or personal property (movable property). After it has been estimated what will be the expenses for the coming year, the Legislature in advance passes a law appropriating the necessary amount of money.

Ques. 53:—If you desired to know the name of the Senator or Assemblyman representing the district in which you resided, how could you find out in a legal manner?

ANS.:—By writing to the Secretary of State.

Ques. 54:—What do you understand to be the meaning of the phrase, "the Charter of a city"?

ANS.:—It is a license under which the city is authorized by the Legislature to govern itself. The Charter is a set of laws passed by the Legislature and it defines the limits of authority of that city. The Charter can be amended by the Legislature at any time.

Ques. 55:—In case the office of an elective official like that of District Attorney becomes vacant, how is the vacancy filled during the time intervening before the next election?

ANS.:—The Governor appoints a person to fill the vacancy. The Governor has power to fill vacancies in most elective offices. In the case of a Borough President, the Aldermen of his borough elect his successor.

Ques. 56:—In case a Borough President of New York City is guilty of misconduct in office, is there any way of removing him, or must he be permitted to continue in office until the next election?

ANS.:—The Governor has power to remove Mayors, Borough Presidents, District Attorneys and most other elective officials.

Ques. 57:—Has the Mayor of New York power to approve or disapprove bills passed by the State Legislature?

ANS.:—All bills relating exclusively to the City of New York must be submitted to the Mayor of New York for his approval or disapproval after being passed by the Legislature. If the Mayor approves, the bill then goes to the Governor, who also can either approve or disapprove, he having the final voice. If the Mayor disapproves, the Legislature can pass the bill over his veto by a majority vote. A bill vetoed by the Governor can only become a law if the Legislature repasses it by a two-third vote.

Ques. 58:—What is a law?

ANS.:—A law is a rule adopted by the law-making power which the members of a community are required to observe under penalty for disobedience.

Ques. 59:—What two classes of laws are there?

ANS.:—Civil laws and criminal laws.

Ques. 60:—Define each.

ANS.:—A criminal law provides punishment for crimes, by fine or imprisonment. A civil law provides for the adjustment of disputes over money, property, matters of equity, etc. The penalty in civil cases is judgment for a certain amount of money, restoration of property and similar restitution.

Ques. 61:—What is meant by saying that a law is "unconstitutional"?

ANS.:—It means that the law is not in harmony with some provision of the Constitution and therefore invalid.

Ques. 62:—What is a Primary Election?

ANS.:—A Primary Election is an election held by political parties for the purpose of electing leaders. These leaders act as delegates to the party conventions at which the nominees of that party for public office are chosen.

Ques. 63:—What is a general election?

ANS.:—A general election is an election held at a regular time appointed by law at which the people vote for public officers.

Ques. 63½:—Who are the principal officers of a county?

ANS.:—Outside the four counties which are included in Greater New York, the principal officers are: County Judge, Surrogate, District Attorney, Coroners, County Clerk, County Treasurer, Supt. of the Poor, and Board of Supervisors.

In Greater New York there are County Judges in all but New York County, where the Judges of Court of General Sessions have jurisdiction, and separate Surrogates in all but Richmond. Each of the four counties has a District Attorney. Each has also a County Clerk, but New York and Kings have in addition a Register and a Commissioner of Records. Each of the counties has a Public Administrator. All have Coroners. None has a County Treasurer, the functions of this office devolving upon the City Chamberlain and Comptroller.

The Board of Supervisors is represented by the Aldermen and the Local Boards of Improvement. The Board of Aldermen and Local Boards perform functions similar to the Board of Supervisors, etc., of other counties.

Ques. 64:—State briefly the duties of county officers in Greater New York.

ANS.:—The District Attorney prosecutes all criminal cases and acts as legal adviser of other county officials and of the Grand Jury.

The Sheriff is the first executive officer of the county. He is the chief peace officer, charged with the arrest of criminals and the preservation of public order. He has charge of the county jail and collects judgments. He summons witnesses and jurors,

and serves all warrants of the higher courts.

The County Clerk in New York and Kings Counties files judgment rolls, transcripts of the judgments of the courts, and the election returns. In Queens and Richmond his duties are to record deeds, mortgages and judgments, in addition to the foregoing.

The Register is an officer in New York and Kings Counties only. He keeps records of transfers of real estate, mortgages, etc.

The Commissioner of Jurors selects the names of those qualified to sit as grand and petit jurors for each term of Supreme and County Court.

Commissioner of Records in New York County has charge of the care and preservation of the records of the County Clerk's office of New York County. In Kings County the duties are the same.

Ques. 65:—Give a rough idea of the duties of the following City officials:—(a) The Mayor, (b) the Board of Estimate, (c) the Board of Aldermen.

ANS.:—(a) The Mayor is the Chief Executive of the City and is responsible for the enforcement of its laws. There are 15 department heads who are appointed by him and under his jurisdiction. He has the power to approve or veto ordinances.

(b) The Board of Estimate practically has charge of the finances of the City, except that in some matters the Board of Aldermen must concur. The Board of Estimate has power to grant franchises, create new positions, decide how much money shall be appropriated with which to conduct the government of the City and fix the tax-rate.

(c) The Board of Aldermen is the legislative body of the City, but its powers are quite limited, as matters involving finance are mainly in the hands of the Board of Estimate. The Aldermen can cut out appropriations from the annual budget, but cannot add any. The principal function of the Aldermen is to pass local laws, called ordinances.

Ques. 66:—Give a rough idea of the functions of the Finance Department and state what official or officials are at the head of it and how they come into office.

ANS.:—The Finance Department consists of two divisions, headed by the Comptroller and the City Chamberlain. The Comptroller is elected by the people, while the City Chamberlain is appointed by the Mayor.

The Comptroller collects taxes and other revenues due the City and also assessments. He audits, revises and settles accounts in which the City is either debtor or creditor. He also compiles statistics on the financial condition of the City.

The Chamberlain is the Treasurer of the City; that is, he has charge of the safe-keeping of money paid in.

(NOTE:—In most cities the corresponding officers are an Auditor and a Treasurer, in which case the Treasurer collects the

money and also keeps it in custody. In New York City, however, the Comptroller also collects the money besides being Auditor of the City's accounts.

Ques. 67:—Give a rough idea of the functions of the Law Dept. and the Police Dept. and state what official or officials are at the head of these departments and how they come into office.

ANS.:—Law Dept.—The Corporation Counsel is the head of the Law Dept. It is his duty to interpret the law for the Mayor and department heads to guide them in their actions in legal matters; he prosecutes persons violating corporation ordinances; brings suits against persons who owe money to the City, and defends legal actions brought against the City, such as claims for damages. The Corporation Counsel is appointed by the Mayor.

Police Dept.—It is the duty of the Police Department to enforce all laws and ordinances for a violation of which a penalty is imposed; preserve the peace; arrest offenders; take charge of lost, stolen or unclaimed property; supervise and inspect businesses requiring public licenses, such as pawnbrokers, junk dealers, dancing academies and places of public assembly. The head is a Commissioner, appointed by the Mayor.

Ques. 68:—Give a rough idea of the functions of the Dept. of Water Supply, Gas and Electricity and the Board of Water Supply, and state what official or officials are at the head of these departments and how they come into office.

Dept. of Water Supply, Gas and Electricity.—Has charge of the City's water supply and lighting. It has control over the laying of electric and gas mains but cannot permit the laying of same without the approval of the Borough President. The head is a Commissioner, appointed by the Mayor.

Board of Water Supply.—This Board has nothing to do with the Dept. of Water Supply, Gas and Electricity. It is a specially created body that has for its sole duty the building of an aqueduct from the Catskill Mountains to New York City. When the aqueduct is completed the Board will go out of existence and the Dept. of Water Supply, Gas and Electricity will take charge of the aqueduct, the same as it has charge of the City's other waterworks plants. The Board consists of three Commissioners appointed by the Mayor.

Ques. 69:—Give a rough idea of the duties of Borough Presidents, state how many there are in New York City and how they come into office.

ANS.:—There are five Borough Presidents, one each for the following Boroughs: Manhattan, Brooklyn, The Bronx, Queens and Richmond. They are elected by the people.

They are in a sense Vice Mayors and rulers of their Boroughs in matters relating mostly to public works. They are also members of the Board of Estimate, members of

the Board of Aldermen and Chairmen of the Boards of Local Improvements in each Borough. They grant permits for erecting buildings and approve the plans; have custody of public buildings and of public works, such as streets, sewers, baths, comfort stations, railroad tracks, street obstructions, street incumbrance, dredging the City's canals, street paving, filling-in sunken lots, excavating, markets, etc. In Queens and Richmond they have charge of street cleaning, but not in the other Boroughs. Each Borough President appoints a Commissioner of Public Works, who is in charge of most of the practical work except buildings, which are in charge of a Supt. of Buildings, also appointed by the Borough President. They also have City Surveyors, who have charge of the City's maps. They do not have charge of waterworks or gas or electricity, as the Dept. of Water Supply, Gas and Electricity attends to those matters.

Ques. 70:—What is the Board of Local Improvements, and who constitute the members?

ANS.:—The Board of Local Improvements are bodies which give attention to public improvements local to the districts in which they exist. There are 25 such Boards in the City. The territory belonging to each Board includes a number of Aldermanic Districts, and the Aldermen of those districts, together with the President of the Borough, constitute the Board. The Borough President is Chairman of each of the Boards of Local Improvements in his borough.

If the people in the Aldermanic districts included within the jurisdiction of a particular Board of Local Improvements wish a street opened, or paved, or sewers laid, or gambling suppressed, or nuisances abated, or anything of public concern done to improve conditions in their district, they request the Borough President, as Chairman, to call a meeting of the Board. The matters are then discussed by the members of the Board and the citizens interested.

If the Board wishes to take action involving a disbursement of public funds, they must apply to the Board of Estimate for the money, if the amount involved is not over \$500,000. If it is over \$500,000 the Board of Aldermen, in addition, must approve the disbursement.

In the case of nuisances, gambling, etc., the Board usually calls upon the Police to take action, or members of the Board may bring the matter before the Board of Aldermen for action.

Ques. 71:—What are duties of the City Clerk and of the Commissioner of Accounts, and how do they come into office?

ANS.:—The City Clerk is appointed by the Board of Aldermen. His duties are to have charge of all ordinances and records of the Board of Aldermen, to issue Marriage Licenses and Auctioneers' Licenses, and to issue certificates of appointment to and keep a register of Commissioners of Deeds, who are appointed by the Board of Aldermen.

The Commissioner of Accounts is appointed by the Mayor and makes reports of all his work to him. It is his duty to examine the financial condition of the City by inspection of the books of the Comptroller, the City Chamberlain and any other departments. He has power to subpoena witnesses.

Ques. 72:—What are the duties of the Sinking Fund Commission and the Board of Taxes and Assessment, who compose the members of these bodies, and how do they come into office?

ANS.:—The Sinking Fund Commission has charge of a savings fund maintained by the City for the purpose of meeting long-time bonds as they come due. The Commission, with the approval of the Board of Aldermen, has the power to sell or lease City property for which there is no further use, except that they cannot sell parks, wharves or land under water. They have the power to settle disputes between property owners and the City over boundary lines. They assign the buildings to be used for City courts and jails. The members of the Commission are the Mayor, Comptroller, City Chamberlain, President of the Board of Aldermen and the Chairman of the Finance Committee of the Board of Aldermen. All of the above are elected by the people, except the City Chamberlain, who is appointed by the Mayor.

The Board of Taxes and Assessments assesses for purposes of taxation the value of all real estate in the City of New York subject to City taxation. It consists of five Commissioners appointed by the Mayor. There is also a board known as the Board of Revision of Taxes and Assessments. This Board has powers of revision of assessments. It consists of the Comptroller, Corporation Counsel and President of the Board of Taxes.

Ques. 73:—Roughly state the duties of the Commissioner of Docks and Ferries and how he comes into office.

ANS.:—The Commissioner of Docks and Ferries has charge of the City's dock property and ferries. He has power to make rules regarding the use of City dock property and the water in the immediate vicinity of docks. He has power to regulate the use of marginal streets fronting on docks, the paving or opening of such streets, etc. Rules adopted by him relating to Dock property have the force of City ordinances and violations are a misdemeanor. He has power to lease dock property, subject to the approval of the Sinking Fund Commission. He assigns to the Borough Presidents places along the water front that may be used for Public Baths, but has nothing else to do with Public Baths, they being conducted by the Borough Presidents.

The Commissioner of Docks and Ferries is appointed by the Mayor.

Ques. 74:—What are the principal duties of the Bridge Commissioner and the Street

Cleaning Commissioner, and how do they come into office?

ANS.:—The Bridge Commissioner has control over all bridges crossing streams of water in Greater New York and has charge of tunnels which run under bodies of water within the City, except in such respects where the law confers power upon the Public Service Commission. He has charge of the collection of tolls on bridges and it is his duty to superintend construction, repair, etc., of City bridges. He is appointed by the Mayor.

The Commissioner of Street Cleaning has charge of cleaning the streets in Manhattan, Brooklyn and the Bronx, but not in Queens and Richmond, where the street cleaning is in charge of the Borough Presidents. In addition to seeing that the streets are kept clean and snow removed from the streets, it is his duty to remove from sidewalks garbage and ashes placed in proper cans. He also has the power to remove from the streets obstructions that interfere with cleaning the streets, such as unattended carts. He is appointed by the Mayor.

Ques. 75:—State the principal duties of the Commissioner of Correction, and how that official comes into office.

ANS.:—The Commissioner of Correction has charge of the City's institutions for criminals and misdemeanants (Misdemeanants means persons convicted of petty offenses), except the House of Refuge and House for Detention of Witnesses. He has no jurisdiction over persons awaiting trial. He makes the rules for the various prisons and correctional institutions. The Commissioner is appointed by the Mayor.

Ques. 76:—What is the Board of Parole in New York City, and who are its members?

ANS.:—The Board of Parole is a body whose duties are to investigate the character, conduct, habits, etc., of persons committed to City reformatories and institutions as misdemeanants with a view to shortening their sentences or releasing them in order to give them another chance. Prisoners who are on parole may be sent back to prison, however, if they do not observe good behavior.

The Board of Parole consists of the Commissioner of Correction, one Justice of the Court of Special Sessions each from the First and Second Divisions, a City Magistrate and 4 other persons. All the members are appointed by the Mayor.

Ques. 77:—What are the duties of the Tenement House Department, who is the head and how does he come into office?

ANS.:—The duties of the Tenement House Department are to approve the plans of buildings to be used as tenement houses before they are occupied as such; inspect existing tenement houses to see that they conform to the requirements of law and maintain a Bureau of Records. The Bureau of Records keeps on file a list of all

tenement houses with the names of the owners, lessees and agents thereof.

The Tenement House Dept. possesses all the powers and duties of the Police, Fire and Health Departments and Building Bureau relating to tenement houses. It is the duty of the Department to see that tenement houses are not used for purposes of prostitution or for illegal occupations; that the law regarding the number of persons who may live in a room of a certain size is enforced; that the houses are kept in a sanitary condition; that fire prevention laws are observed; that halls are kept lighted, etc. It is the duty of the Police Dept. to furnish to the Tenement House Dept. a list of persons arrested in tenement houses.

The head of the Tenement House Dept. is a Commissioner, who is appointed by the Mayor.

Ques. 78:—What are the principal duties of the Department of Health, who is at the head and how does such person or persons come into office?

ANS.:—It is the duty of the Health Dept. to safeguard the health of the City by making regulations, known as the Sanitary Code. These regulations have the force of Ordinances and violations of them are misdemeanors. The Police Dept. is required to enforce the Sanitary Code, and the Health Dept. also has Inspectors which report violations. The Department has charge in all cases of contagious diseases and has extraordinary powers to prevent their spread. It has charge of hospitals where contagious diseases are treated. The Department has power to destroy buildings, if they menace public health, regulate sewage, destroy any animal or thing dangerous to life or health, except a human being, remove garbage, abate nuisances, such as smoke, etc.

It is necessary to obtain a permit from the Health Dept. in order to conduct slaughter houses, lodging houses, milk selling, out-door bath houses, and other businesses that are offensive or that require regulation in the interests of public health. Its powers over such matters are almost unlimited. In addition to issuing permits for offensive businesses the Department has supervision, but without issuing permits for, over the sale of drink and food, and over midwives, medical practitioners, etc.

The Department has power to issue warrants for the arrest of persons violating its rules or orders. Violators may also be sued civilly by the Department.

The Department maintains a Sanitary Bureau and a Bureau of Records. The Sanitary Bureau makes inspections to see that the Sanitary Code is observed. The Bureau of Records keeps records of all deaths, births and marriages.

Ques. 79:—Who is at the head of the Park Department, what are the duties of such person or persons, and how does he or they come into office?

ANS.:—The head of the Park Department is the Park Board. The Board con-

sists of four Commissioners, appointed by the Mayor. There is a Commissioner who has charge of Parks in Manhattan and Richmond, one who has charge in Brooklyn, one who has charge in the Bronx and one who has charge in Queens.

They control and manage the parks in their respective boroughs and also have control of streets for a distance of 350 feet from any park, in so far as the surface, grading, lighting, fountains, statues, etc., are concerned.

They make the rules for the governance of parks, subject to the approval of the Board of Aldermen, which gives them the effect of ordinances. They have control of all employes in parks, including Policemen, but cannot inflict discipline on Policemen.

The Commissioner in Manhattan and Richmond is charged with maintaining the Metropolitan Museum of Art, Museum of Natural History, the Aquarium, and such buildings.

In Brooklyn and Queens the Commissioners MAY maintain by contract the Brooklyn Institute of Arts and Sciences. The Commissioner for the Bronx MAY maintain by contract with the New York Zoological Society a zoological garden, and a botanical garden by contract with the New York Botanical Society; but these contracts must be approved by the Sinking Fund Commissioners.

Ques. 80:—What are the duties of the Municipal Civil Service Commission, of whom does this body consist, and how do its members come into office?

ANS.:—It is the duty of the Municipal Civil Service Commission to administer and enforce the Civil Service Law in local New York City affairs. The Commission decides what positions shall be subject to competitive examination, unless already provided for by law, and makes rules for the administration of the civil service under general powers conferred by law. The Commission must certify as to the correctness of every salary roll before the Comptroller can pay it. It holds examinations for all positions in the competitive class, establishes eligible lists of those who pass, and when a department head wishes to make an appointment the Civil Service Commission submits to him a list from which he must make his appointment. They also hold examinations for promotion.

The Commission consists of a President and two Commissioners, not more than two of whom shall be of one political party. They are appointed by the Mayor.

Ques. 81:—Who compose the Art Commission, what are the duties of its members, and how do they come into office?

ANS.:—The Art Commission must approve all works of art before they shall be accepted by the City.

The Commission consists of the Mayor, the President of the Metropolitan Museum of Art, President of the New York Public Library and President of the Brooklyn Institute of Arts and Sciences, and one paint-

er, one sculptor and one architect. These last three persons must be residents of New York, but need not be members of any art or profession. These three are appointed by the Mayor. The others are members by specification in the law creating the Commission.

Ques. 82:—What are the duties and powers of the head of the Fire Department, and how does he come into office?

ANS.:—The head of the Fire Department is a Commissioner, appointed by the Mayor.

The Fire Commissioner has charge of the protection of the City against fire, in the discharge of which duty the law gives him extraordinary powers.

It is his duty to extinguish fires, to prevent fires and to investigate the origin of fires.

He now enjoys all the powers formerly conferred on the Municipal Explosives Commission, and makes rules for the storage, sale, transportation and use of combustibles, chemicals and explosives. These rules have the force of City ordinances, and violations are a misdemeanor.

He has power to order any building (with certain exceptions, due to the conflicting jurisdiction of other departments) to be equipped with fire appliances and to take measures to reduce fire hazards. He can order unsafe buildings, vessels, etc., to be vacated, or he can destroy them if they are a fire menace.

Ques. 83:—Enumerate the titles of the principal heads of bureaus or divisions in the Fire Dept., outside of the Uniformed Force.

ANS.:—The administrative force consists of the Commissioner, two Deputy Commissioners and their Staffs. One Deputy Commissioner is in charge of Brooklyn and Queens, and one conducts trials.

The Fire Prevention Bureau is in charge of a Chief of Fire Prevention.

The Division of Fire Prevention Inspection is in charge of a Chief Inspector of Fire Prevention.

The Division of Combustibles is in charge of an Inspector of Combustibles.

The Division of Fire Marshal is in charge of a Fire Marshal.

The Fire Alarm Telegraph Bureau is in charge of an Electrical Engineer.

The Repair Shops are in charge of a Chief of Construction and Repairs to Apparatus.

The Hospital and Training Stables are in charge of an Examiner of Accounts.

The Bureau of Repairs and Supplies is in charge of a Chief of Bureau.

The Division of Accounts and Audits is in charge of a Clerk.

Ques. 84:—Give a rough idea of how the Fire Department is organized and what is the function of each of its bureaus or divisions.

ANS.:—The Department is organized by law into two separate Bureaus. One is the Bureau of Fire Extinguishment, and the other is the Bureau of Fire Prevention.

Both are under the Administrative division—the Commissioner and his Deputies.

The Bureau of Fire Extinguishment consists of the uniformed force.

The Bureau of Fire Prevention consists of the Division of Fire Prevention Inspection, Division of Combustibles and Division of Fire Marshal.

Other divisions are: Bureau of Fire Alarm Telegraph, Bureau of Repairs and Supplies, Repairs Shops, Hospital and Training Stables and Division of Accounts and Audits.

The duties of the Bureau of Fire Extinguishment are to extinguish fires.

The duty of the Bureau of Fire Prevention is to prevent fires.

The Division of Fire Prevention Inspection inspects buildings to ascertain whether they are properly equipped with fire appliances and to see whether proper precaution is taken against fire hazards.

The Division of Fire Marshal investigates the origin of fires, particularly for incendi- arism.

The Division of Combustibles issues permits for the sale, storage, transportation, etc., of combustibles.

The Fire Alarm Telegraph Bureau receives alarms of fire and transmits them to the companies.

The Bureau of Repairs and Supplies has charge of supplies and attends to repairs to buildings, etc., but not to fire apparatus.

The Repair shops construct and repair fire apparatus.

The Division of Audits and Accounts attends to the bookkeeping of the Department.

The Hospital and Training Stables are for sick horses and for breaking in raw horses to fit them for fire duty.

Ques. 85:—Give all of the ranks and grades in the uniformed force of the Fire Dept.

ANS.:—Chief of the Bureau of Fire Extinguishment (usually known as the Chief of Dept., but this title is technically incorrect since the establishment of the Bureau of Fire Prevention).

Deputy Chief in Charge of Brooklyn.

Deputy Chief in Charge of Marine Division.

Deputy Chief. Chief of Construction and Repairs. Battalion Chief. Captain. Lieutenant. Engineer of Steamer. Firemen of the 1st, 2d, 3d and 4th grades, and Probationary Firemen. Marine Engineers. Pilots.

There is also one Medical Officer and there are two Veterinarians who rank as Deputy Chiefs, and there are Chaplains who rank as Battalion Chiefs.

There is also a title known as "Honorary Officer," which is occasionally conferred upon civilians who are interested in the welfare of the Department.

Ques. 86:—In what ways is the Police Dept. required to co-operate with the Fire Dept.?

ANS.:—The Police Dept. is required to co-operate with the Fire Dept. by keeping fire escapes clear, preventing the unlawful

use of explosives, assisting in the investigation of incendiarism, forming fire lines at fires, preventing the obstruction of fire hydrants, etc.

Ques. 87:—What are the duties of City Marshals, how do they come into office, and to what department of the City government are they attached?

ANS.:—City Marshals are Civil Officers, who serve dispossess notices, etc. If a person fails to pay his rent, the landlord obtains a dispossess notice. This is given to a City Marshal to serve, for which service he receives a fee. City Marshals are attached to the Mayor's Office. They are appointed by the Mayor for a term of ten years.

Ques. 88:—What officials constitute the Board of Armories, and what are their duties?

ANS.:—The Board of Armories of the City of New York consists of the President of the Board of Aldermen, who is President of the Armory Board; the Mayor, the President of the Dept. of Taxes and Brigadier General of each of the Brigades in New York City. They have duties in relation to the construction, repair and maintenance of armories in the City, but their control is limited by the provisions of the Military Code of the State of New York.

Ques. 89:—Who is the Commander-in-Chief of the militia in the armories in the City of New York?

ANS.:—The Governor.

Ques. 90:—How is the Public Service Commission composed, how are its members appointed, and what are the duties of the Commission?

ANS.:—The Public Service Commission is divided into two districts. Greater New York is the 1st District, and the rest of the State constitutes the 2d District. Each District has five Commissioners, who are appointed by the Governor.

The duties of the Public Service Commission are to regulate public transportation companies—railroads, street car companies, gas, electric, telephone companies, etc. They can compel railroads to adopt certain kinds of cars, direct the number of cars that shall be kept in service, how frequently cars shall be run, etc. They can compel telephone, electric light companies, etc., to charge reasonable rates. They can compel public utilities corporations to conduct them in a manner to benefit the public.

Ques. 91:—What are the duties of the members of the Board of City Record, and what officials constitute its members?

ANS.:—Their duties are to supervise the publication of official news in the City's official publication, which is a daily newspaper known as "The City Record." The members of the Board of City Record are the Mayor, the Corporation Counsel and the Comptroller.

Ques. 92:—What are the duties and powers of the Department of Licenses, what official or officials are the head of it, and how does he or do they come into office?

ANS.:—The Department of Licenses was recently created and made to include what was formerly known as the Mayor's Bureau of Licenses and the office of the Commissioner of Licenses. The Mayor's Bureau formerly issued licenses to junkmen, peddlers, auctioneers, etc., while the Commissioner of Licenses had charge of the enforcement of the Employment Agency Law. Now the powers of both Bureaus are consolidated into the Department of Licenses, which enjoys all the powers formerly possessed by the two Bureaus.

The Department of Licenses has control of the granting, transferring, renewing, revoking, suspending and cancelling of licenses to conduct occupations requiring licenses under the Ordinances of the City of New York and also the enforcement of the Employment Agency Law and Dance Hall law, which are State laws. It also has the power formerly enjoyed by the Police Commissioner in relation to theatres and concerts.

The head is a Commissioner of Licenses appointed by the Mayor.

Ques. 93:—State, in a general way, what kinds of business require licensing, and give your opinion why.

ANS.:—In a general way, the kinds of business requiring licensing are where the proprietors deal with the public, and the object of licensing them is to see that only fit people are permitted to engage in those businesses. If there would be no supervision over a dance hall, for example, the proprietor might conduct it in a disorderly manner. An employment agency proprietor might swindle the people who register to obtain positions. By requiring them to secure licenses, they must submit to investigation before they receive the license, and the public has an opportunity to object to a license being granted. If they do not conduct their businesses properly after receiving a license they can be punished and their licenses taken away.

Ques. 94:—Name a number of businesses that require licensing.

ANS.:—Billiard and Pool Rooms, Bowling Alleys, Dealers in Second-Hand Articles, Dirt Carts, Expressmen, Hacks and Taxicabsmen, Peddlers, Public Cartmen, Shooting Galleries, Weighers of Hay, Pawnbrokers, Dance Halls, Employment Agencies and Theatres.

Ques. 95:—What duties and powers have the Board of Education, who constitute the members of the Board, and how do they come into office?

ANS.:—It is the duty of the Board of Education to carry out the laws providing for free education in the public schools. They must see that children of school age go to school, they must provide courses of instruction for all the schools, see that

there is accommodation for all children who should attend school, provide proper teachers, etc. The school buildings and the money, with which to employ teachers, etc., are provided by the City, and the Board of Education is appointed to see that laws providing for free education are carried out. All children of school age must attend a certain number of years, so that they will not grow up in ignorance.

The Board consists of 46 members, a certain number of which are selected from each Borough. The members of the Board of Education are appointed by the Mayor for a term of five years. The head of the Board is a President, who is chosen by the members.

Ques. 96:—What is the Local School Board?

ANS.:—There are 46 Local School Boards. Each consists of a member of the Board of Education, the District Supt. of Schools of that district and five persons, appointed by the President of the Borough in which they are located. The duty of these Boards is to maintain discipline.

Ques. 97:—What is the function of the Department of Charities, what official or officials are at the head, and how does he or do they come into office?

ANS.:—The Department of Charities has charge of City institutions for the care of poor and indigent persons and vagrants. The Department does not give out-door relief, except in the case of the blind adults. All bastardy proceedings are brought by the City in the name of the Department of Charities, and the Department has power to compromise bastardy and abandonment proceedings. The Department has charge of the City Morgues.

The head of the Department is a Commissioner, appointed by the Mayor.

Ques. 98:—What is meant by "Bellevue and Allied Hospitals"? Are they under the jurisdiction of the Charities Department?

ANS.:—"Bellevue and Allied Hospitals" are not under the jurisdiction of the Charities Department, although the Commissioner of Charities is ex-officio a member of the Board of Trustees which has these hospitals in charge. There are seven Trustees. They are appointed by the Mayor from names submitted to him by the United Hebrew Charities Society (Hebrew), the Society of St. Vincent de Paul (Catholic) and the Association for the Improvement of the Poor (Unsectarian).

Ques. 99:—What is meant by the statement that the Commissioner of Charities is "ex-Officio" a member of the Board of Trustees of Bellevue and Allied Hospitals?

ANS.:—"Ex-Officio" means by virtue of office. When a person is "Ex-Officio" a member of a body it means that he has by law or otherwise the right to membership because of some important position he holds, and that he does not require to be appointed.

Ques. 100:—What is the "Potter's Field," and what department is in charge of it?

ANS.:—The Potter's Field is a burial ground provided by the City for unknown and unclaimed dead or dead persons for whose burial no one offers to pay. It is in charge of the Commissioner of Correction.

Ques. 101:—What is meant by a "Franchise"?

ANS.:—A Franchise is a privilege given by the City to a private party to operate a railroad company, a bridge or other public utility.

Ques. 102:—How many classes of cities are there in New York State? What is meant by a "city of the first class"?

ANS.:—There are three classes of cities, first, second and third class. A city of the first class is one having a population of 250,000 or over. Cities of the second class have a population of 50,000 up to 250,000. Cities of the third class have a population under 50,000.

Ques. 103:—What do you suppose is the object of dividing cities into these different classes?

ANS.:—The Legislature may wish to pass a law that would be suitable for large cities but not for small ones. They can pass laws for all cities of the first class, second class, etc., by a single act. If there were not such a classification they would either have to have the same laws for all cities, large and small, or else would have to pass a separate law for each city.

Ques. 104:—What is the Charter of the City of New York?

ANS.:—It is a grant or body of laws passed by the Legislature defining the powers of the City, the limits within which it may pass laws, the extent to which it may contract indebtedness, etc. It is a permission from the State to the City to exist as a corporation and the conditions under which it may govern itself. Charters must be approved by the Mayors of the Cities to which they relate, or if the Mayor vetoes a Charter it can become law only by the Legislature passing it again over his veto.

Ques. 105:—What Boroughs and Counties are comprised within the City of New York?

ANS.:—There are five Boroughs and five Counties, as follows: New York, Kings, Queens, Bronx and Richmond Counties. Manhattan, Brooklyn, Bronx and Richmond Boroughs.

Ques. 106:—What is the difference between a County and a Borough, and what is the object of having both in the City of New York?

ANS.:—For convenience of government, the State of New York is divided into Counties, each County having jurisdiction, in so far as local affairs are concerned, over the cities, towns and villages in that County.

New York City being very large, became a County by itself. The City of Brooklyn was also practically a County—Kings Coun-

ty. At the time of Consolidation when the present "Greater New York" was created, New York City (Manhattan Island and the Bronx section), the City of Brooklyn, Queens County and Richmond County were joined into one city. This resulted in the City of New York including four counties. Two years ago the Legislature created a County of Bronx Borough, making the fifth County.

In order to enable New York, Brooklyn, Queens and Richmond to preserve as far as possible their individual governments, five boroughs were created at the time of Consolidation as a matter of local convenience.

Counties are a State division, while Boroughs are a local division. New York City is the only city in the State that is divided into Boroughs and it is also the only city that includes within its boundaries more than one county.

Ques. 107:—Of what do County officers have charge, and of what Borough officers? Give examples of the powers and duties of two County officers, one Borough officer and one City official who is not a Borough officer.

ANS.:—The Register is a County official. His duties are to keep records of all transfers of real estate, mortgages and transactions affecting the titles to real estate. The District Attorney is a County Officer. He prosecutes all crimes in the name of the State. The President of Manhattan is a Borough official. He has charge of street paving, etc., and is custodian of the City buildings in his borough. The Corporation Counsel is the head of the legal department of the City. He is not a Borough official, but is under the jurisdiction of the Executive Department—the Mayor. He prosecutes violations of local ordinances and is the legal adviser of the City.

Ques. 108:—Who pays the salaries of County officials, the City, the County or the State?

ANS.:—In counties outside of Greater New York, the Counties pay the salaries of their officials. In New York City, the City pays the salaries of all the County officials included in the City.

Ques. 108½:—Is the Department of Education of the City of New York a City, a County or a State department?

ANS.:—The Department of Education of the City of New York is a separate corporation, created by act of the Legislature and is under the supervision of the State Superintendent of Education so far as matters relating to education, rules, etc., are concerned. It is under the supervision of the City in matters of finance and appointment of the members of the Board of Education. The City provides the funds for the erection and maintenance of the schools, school books, salaries of Teachers, Janitors, etc.

The Mayor appoints the members of the Board of Education.

The Department of Education of the

City of New York is therefore an independent corporation and partly under the jurisdiction of the City and partly under the jurisdiction of the State.

Ques. 109:—What City official keeps the records of the Board of Aldermen?

ANS.:—The City Clerk.

Ques. 110:—If you desired to obtain information regarding any City ordinance, what official would be the proper one to go to?

ANS.:—The City Clerk. He is the official custodian of the ordinances of the City.

Ques. 111:—What official is the legal interpreter of City ordinances?

ANS.:—The Corporation Counsel.

Ques. 112:—Suppose that the Corporation Counsel decides that an ordinance is constitutional and the Supreme Court decides that it is not constitutional, whose decision would prevail?

ANS.:—The Corporation Counsel cannot render decisions; he can render only opinions. These opinions do not have the force of a court decision, although they are frequently accepted, and if not contested in the courts may be adopted, and the law is interpreted accordingly.

Ques. 113:—What effect on the operation of law, if any, does an opinion by the District Attorney have?

ANS.:—The District Attorney does not render opinions. He is an officer whose duty it is to prosecute persons who commit crimes against the State.

Ques. 114:—What officials fix the salaries of City employes?

ANS.:—The Board of Aldermen, with the approval of the Board of Estimate. The Legislature, however, also frequently fixes the salaries of City employes, especially of the higher officials. The salaries of Policemen and Firemen are fixed by the Legislature by special acts. The local authorities, under general powers conferred on them by the Charter, can increase such salaries, except in the case of elective officials, but cannot reduce them.

Ques. 115:—What are Commissioners of Deeds? Who appoints them?

ANS.:—A Commissioner of Deeds is a person who has powers similar to a Notary Public, but whose jurisdiction is limited to the City of New York. A Notary Public is a State officer and can act in any County of the State.

A Commissioner of Deeds has the power to acknowledge affidavits, certify to signatures on documents, etc. If a person swears to the truth of a written statement and signs it in the presence of a Commissioner of Deeds or a Notary Public, and that official signs it and stamps it with his seal, such document is accepted in the courts as evidence, without further witnesses or proof. A Commissioner of Deeds or Notary Public is an official witness to a sworn, written statement.

Commissioners of Deeds are appointed by the Board of Aldermen. Notaries Public are appointed by the Governor.

Ques. 116:—Why does the Legislature fix some salaries, such as the salaries of Police and Firemen, and allow the City authorities to fix other salaries?

ANS.:—When, in the opinion of the Legislature, the City authorities in their desire for economy are paying insufficient salaries and that this insufficiency results in a lowering of the standard of public service so that there is danger of improper Police or Fire protection, for example, the Legislature exercises its power and interferes. The Legislature also frequently fixes salaries when creating a new City department.

City authorities often fail to remedy salary injustices merely because it would be expensive to do so. For many years the women Teachers received less pay for equal work than the men. It cost several million dollars to equalize the pay, and as it was evident that the City authorities would never do it, the Legislature made it compulsory on the City by enacting a law to that effect.

Ques. 117:—Why are some City officials elected by the people, while other important officials are appointed by the Mayor? Give examples of several important officials who are elected and several who are appointed.

ANS.:—The broad principle is that officials who have general jurisdiction, not limited to a single department, are elected by the people. Examples: The Mayor is in general charge of the City government, except as limited by special provisions of law. The Comptroller is in charge of auditing all City expenditures, regardless of department. The President of the Board of Aldermen is chairman of the City's legislative body. The Borough Presidents are the executive officers of the local affairs of their boroughs and somewhat correspond to Vice-Mayors.

Three important officials who are appointed by the Mayor are the Commissioner of Health, the Police Commissioner and the Fire Commissioner. All three have extraordinary powers. The Health Commissioner can interfere with almost anything in the interests of public health. The

Police Commissioner can use a force of 10,000 armed men to preserve peace and enforce the laws. The Fire Commissioner can enter any building; order its construction altered, if it is a fire menace, or even destroy it.

The reason these important officials are appointed instead of being elected is that their jurisdiction is limited to their own particular departments, and under our system of government the plan is to make the Mayor the main executive officer with power to appoint heads of departments.

Another reason why such officials as the Health, Police and Fire Commissioners are not elected is to avoid politics in those departments. If the Police Commissioner, for example, were to be elected he might be tempted to solicit the support of gamblers, saloonkeepers, keepers of disorderly houses, etc., against whom he must enforce the law.

By centralizing great power in the Mayor the responsibility for good government is placed on a single individual, and if he fails to satisfy the people they can defeat him for re-election. Responsibility would be too divided if the various department heads were to be elected.

Ques. 118:—Under whose jurisdiction is the "Building Department"?

ANS.:—There does not officially exist a Building Department in the City of New York. There are Bureaus of Buildings in the various boroughs. They are under the jurisdiction of the Borough Presidents. The Superintendent of Buildings in each borough is in immediate charge of the Bureau of Buildings, subject to the supervision of the Commissioner of Public Works, who, in turn, is subject to the orders of the Borough President.

Ques. 119:—Has the Superintendent of Buildings the power to regulate the height and construction of buildings?

ANS.:—No; his duty is to see that buildings are constructed in accordance with existing laws and ordinances. The Board of Aldermen has the power to regulate the height and construction of buildings, but cannot interfere with existing State laws. There are State laws which prescribe how factories, tenement houses, hotels, etc., shall be constructed, what safeguards shall be taken against fire, etc.

ORGANIZATION OF THE POLICE DEPARTMENT.

The un-uniformed branch of the Police Force of the City of New York is composed of:

- One Police Commissioner.
- Five Deputy Police Commissioners.
- One Secretary for each of the above officials.
- One Chief Clerk, subordinate clerks, etc.
- Bookkeeper, subordinate clerks, etc.
- Superintendent of Electrical Service, line-men, wiremen, etc.
- Property Clerk, subordinate clerks, etc.
- Complaint Clerk, subordinate clerks, etc.
- Mechanics, Hostlers, Cleaners, etc.

The Uniformed Force is composed of the following in order of rank:

- Chief Inspector.
- Borough Inspector.
- Inspectors.
- Surgeons.
- Chaplins.
- Captains.
- Lieutenants.
- Sergeants.
- Patrolmen.
- Doormen.
- Matrons.

Note:—Captains are the highest rank attainable by promotion examination. Captains may be detailed as Inspectors, but can be reduced at the will of the Commissioner.

The various kinds of duty to which members of the uniformed force may be assigned are:

- (a) Detective Bureau.
- (b) Harbor Police.
- (c) Traffic Regulation.
- (d) Police Courts.
- (e) Municipal Departments and Offices.
- (f) Mounted Patrol in Precincts.
- (g) Bicycle Patrol in Precincts.
- (h) Motorcycle duty.

Duties of the Deputy Commissioners.

The duties of the five Deputy Commissioners are to assist the Commissioner as directed. Their duties are changed so frequently that it is impossible to enumerate them.

Secretary.

1. Reports directly to the Police Commissioner.

2. The status of the Secretary to the Commissioner is that a confidential staff officer. He reports directly to the Commissioner himself and takes instructions from him only. He is authorized and expected to make recommendations to the Commissioner on all points connected with the Police Department, both of policy and administration. He is authorized to act as the personal representative of the Commissioner in interviews with all callers at the office, and transact such business with them as may be possible, the object being to bring to the attention of the Commissioner only such matters of importance as

require the Commissioner's personal attention.

3. Any memorandum or order stating that the directions therein contained are by order of the Commissioner, and signed by the Secretary to the Commissioner, will be obeyed as an order from the Commissioner. Any official of the department or member of the force who receives such an order and doubts its propriety or legality will first obey the order and then bring the matter to the personal attention of the Commissioner at the earliest opportunity.

Chief Clerk, Clerks, Etc.

1. Chief Clerk reports directly to the Police Commissioner and keeps and is responsible for:

- Record and Filing Bureau.
- Alphabetical Force Record.
- Precinct Force Record.
- Numerical Shield Record.
- Oath Book.
- Blotter of Changes in Force.
- Time Book.
- Record of Violations of Corporation Ordinances.
- Records of Witnesses in House of Detention.
- Record of Grades.
- Minute Books.
- Record of Miscellaneous Statistics.
- Files of Proceedings of Police Commissioner.
- Files of Opinions of Corporation Counsel.
- Appointment Papers of Members of the Force.
- Record of Commendation.
- Record of Honorable Mention.
- Record of Honorable Mention with Medal.
- Record of Leases.

Custody and Distribution of Shields to Members of the Force.

Custody of Distribution of Manuals to Members of the Force.

Preparation of all Contracts and Specifications under the direction of the Third Deputy Police Commissioner.

Preparation of Warrants of Appointment.

Preparation of Annual Budget, under the direction of the Police Commissioner and with the Assistance of the Bookkeeper.

Preparation of Quarterly and Annual Reports, under the direction of the Police Commission.

Preparation of necessary papers for transmission of proceedings of Police Commissioner.

Examination and certification of Payrolls.

License Bureau.

NOTE:—This Bureau has no official connection with the Department of Licenses. It is merely a Bureau in the Police Department which looks after license violations that come to its notice.

Under direct supervision of the Third Deputy Commissioner and in immediate charge of the Bookkeeper.

The following licenses are obtained from the Bureau of Licenses, City Hall:

Public cartmen.
Truckmen.
Public cabmen.
Expressmen.
Drivers of licensed vehicles.
Junk dealers.
Pawnshops.
Second-hand dealers.
Hawkers.
Peddlers.
Venders.
Ticket speculators.
Coal scalpers.
Stands under elevated railroad station.
Common shows.
Shooting galleries.
Bowling alleys.
Billiard and pool tables.
Dirt carts.
Exterior hoists.
Stands within stoop lines.
Soda water stands.
Bootblack stands.
Fruit stands.
Push-carts.
Gutter-bridges.
Hand-organs.
Put up and take down clothes-lines.

From City Clerk:

Auctioneers.

From Society for the Prevention of Cruelty to Animals:

All dogs to be licensed.

From United States Government:

U. S. licenses to sell "oleomargarine."

From State Board of Licenses:

Sailors' boarding houses.

Sailors' boarding house runners.

From State Board of Excise:

All places where liquors are sold.

From Commissioner of Licenses:

Intelligence offices.

(Permits are required for the following privileges):

From Mayor and Board of Aldermen:

To hold religious meetings in street or public place.

From Mayor:

To hold auctions at night.

From Mayor and Fire Department:

To use any calcium, Drummond or other dazzling light.

From Police Department:

Parades and processions in general.

To carry a pistol.

To play any music on the street.

Hotel runners.

Steamboat runners.

Masquerade balls and parties.

The following require licenses:

From the Board of Aldermen:

To drive an advertising wagon through the street.

Parades and processions for advertising purposes.

From Fire Department:

All places where combustibles are sold.

To set off fireworks in the street.

From Department of Health:

To conduct a lodging house.

From Department of Water Supply, Gas and Electricity:

To open or use any single-nozzle fire hydrant.

From Department of Water Supply, Gas and Electricity and Department of Public Works:

To open or use any double-nozzle fire hydrant.

From Park Department:

To plant or cut down a tree.

From President of the Borough:

To erect a bridge or roof over the sidewalk.

To erect storm doors.

To build a bay window.

To erect awning posts.

To open any street pavement or sidewalk.

To place any building material in the street.

To close up a street or sidewalk.

To dump anything on any highway or city property.

To remove any stone or dirt from any highway.

To build a vault or cistern under the sidewalk.

From Board of Education:

Newsboys under 14 years of age.

Complaint Clerk.

1. Under immediate direction of a Deputy Police Commissioner.

2. Keeps the official, legal and judicial records of all members of the Force, and prepares and causes to be served all copies of complaints made against them.

3. Keeps a record of such complaints.

4. Causes all witnesses to be subpoenaed.

5. Attends all trials.

6. Prepares all trial calendars.

7. Keeps record of judgment and punishments on all members of the Force.

8. Furnishes to Commissioner, Deputy Commissioners and Chief Clerk copies of official, legal and judicial records of members of the Force.

9. Reports all Police trials.

10. Prepares all return to writs of certiorari.

11. Takes affidavits and draws charges when citizens are complainants.

12. No communication will be held with any member of the Complaint Clerk's office by any member of the Force unless properly authorized and through "official channels."

Bureau of Repairs and Supplies.

1. Under the personal supervision of a Deputy Police Commissioner and in the immediate charge of an Inspector or Quartermaster. Consists of three divisions:

Division of Supplies.

Division of Repairs.

Division of Horses and Equipments.

2. The Inspector or Quartermaster in charge of the Bureau will exercise supervision and be responsible for the work of the entire Bureau.

3. Rigid observance of the rules for "Requisitions and Supplies" will be required by the Inspector or Quartermaster in charge of the Bureau of Repairs and Supplies on the part of every person connected with the Police Department or doing business therewith. He will be held personally responsible that no laxity, carelessness or forgetfulness occurs in connection with the work of his Bureau. The utmost care and the utmost alertness will be not only required, but enforced by him. Any failure herein must be made the subject of instant charges before the Police Commissioner.

NOTE:—The Bureau is at present under the supervision of the First Deputy Commissioner.

Police Property Accountability.

1. It is strictly enjoined upon all employees of the Police Department and upon all members of the Force to be careful in the use of all City property, whether fixed or movable. Roughness or carelessness is not to be tolerated and will be made the subject of written charges by Commanding Officers who will be held responsible for the execution of this rule.

2. Commanding Officers will give personal care and attention to the City property in their charge. They will carefully verify receipts and personally supervise the neatness and accuracy of their property returns.

3. Reports on damaged, worn out or unserviceable property will be in detail so that inspection by higher authority may be able to locate the blame for waste or carelessness. Such property will be kept in an orderly manner so as to be easily inspected with a view to its removal or other disposal.

4. No City property will be thrown away, sold, broken up or otherwise disposed of without the authority of the Police Commissioner.

5. Commanding Officers will on the 1st of January and July make and forward to Police Headquarters inventories of all fixed and movable furniture and property for which they are responsible, stating condition, whether repairable or not, and if so, approximate cost.

6. This inventory will show in detail all

supplies received during the six months and all supplies taken away either by condemnation, transfer, authorized expenditure, etc., and will show exactly in detail all supplies with which the Commanding Officer is charged and for which he is responsible.

7. No repairs will be ordered nor any financial obligation of any kind incurred without written authority of the Police Commissioner.

Bureau of Information.

Under the supervision of a Deputy Police Commissioner, and in direct charge of the Chief Inspector.

1. The following records are kept and work done by this Bureau:

Arrests, all Boroughs.

Convictions, all Boroughs.

Accidents, all Boroughs.

Lost children, all Boroughs.

Unknown persons, all Boroughs.

Foundlings, all Boroughs.

Missing persons, all Boroughs, and cases reported from other cities.

Bodies at Morgue, all Boroughs.

Letters for investigation from the office of Police Commissioner and answers to same.

Distribution of Department mail in the Boroughs of Manhattan, The Bronx and Richmond.

Record of Parade Permits issued for the Boroughs of Manhattan, The Bronx and Richmond.

Owners of automobiles for New Jersey.

Chauffeurs of New York and New Jersey.

Translations of letters written in foreign languages.

2. The Bureau of Information receives all messages and alarms relating to missing persons and writes same in triplicate (carbon), files original in the Bureau of Information, sends one copy at once to the Detective Bureau and delivers the other to the Department Printer.

3. A Branch Bureau of Information is maintained at Brooklyn Headquarters, which does the same work and keeps the same records as above for Brooklyn and Queens.

4. The Brooklyn Branch forwards to Police Headquarters all information of its work needed for the general Police statistics of the entire City.

POLICE MATRON—ANSWERS TO PAST EXAMINATION QUESTIONS.

Municipal Civil Service Com'n.

POLICE MATRON.

Date: July 7, 1914.

DUTIES—Weight 8.

(To be finished by 2 P. M.)

Ques. 1:—What five qualifications do you consider it is most important for a Police Matron to possess? Give your reasons in full in each case.

ANS.:—Good moral character; health and strength; tact and firmness; intelligence; obedience to superior officers.

Moral character is essential in one in charge of persons accused of crime.

Health and strength are required to enable the Matron to cope with prisoners who might become unruly and to enable her to properly perform her duties.

Tact and firmness are needful, because the successful handling of prisoners depends a good deal upon using good judgment, coupled with the ability to control them.

Intelligence is necessary, because through the possession of it the Matron will be able to perform her duties more efficiently, and often may be able to assist the ends of justice.

Obedience is essential to discipline in a semi-military organization like the Police Force.

Ques. 2:—The rules of the Police Department require the Matron to search female prisoners. What are the reasons for making such a search? How would you distinguish between property you should take and that which you should not?

ANS.:—The object of making a search of prisoners is to remove from their persons any object with which they might do injury to themselves or to others. The prisoner might attack the Matron or another prisoner, or attempt to commit suicide.

The property to be taken from a prisoner would be such as it might be dangerous to leave in her possession, or which is valuable, such as money and jewelry; or which would tend to make her disorderly, or injure her health, such as intoxicants or drugs.

Articles which should not be taken would be such as would merely add to the prisoner's comfort.

Ques. 3:—Make a list of articles which you think a Police Matron should keep in her office, for use as "first aid" in emergencies. State the purpose of each article you recommend.

(NOTE:—A similar question was asked in the examination held on June 16, 1909.)

ANS.:—For fainting: Smelling salts or ammonia.

For Cramp: Ginger or peppermint.

For Nausea: Salt (to be mixed with lukewarm water).

For Chill from Exposure: Hot tea or coffee.

For Heat Prostration: Ice stimulants would be desirable, but it is against the rules of the Department to have them on hand in a station house or for a Police officer to administer them in the station house. But could use a little ammonia in water.

For Headache, Constipation, etc.: Epsom salts, Seidlitz powders, castor oil and compound licorice powder for physic. Also a stick of menthol for headache.

For Burns: Olive oil, carron oil.

For Scalds: Soda and lime-water.

For Wounds, Bruises, etc.: Arnica, iodine, listerine, witch-hazel, liniment, alum, vaseline and a plentiful supply of lint.

For Sore Throat: Listerine, salt, vinegar, lemons, spirits of camphor, camphorated oil (external).

For Toothache: Clove oil and cotton.

For Inflamed Eyes: Powdered borax dissolved in water.

For Rheumatism: Liniment.

For Poisoning: Eggs and milk as an antidote; mustard and salt as an emetic.

For Indigestion: Bi-carbonate of soda.

Ques. 4:—A Police Matron is held responsible for the safety of prisoners under her care and required to report immediately to the desk officer any unusual conditions that may arise. What would you do in the following case:

A young woman prisoner brought in after midnight becomes hysterical and annoys her neighbors and disturbs the sleep of the patrolmen on reserve. She throws herself on the floor and is so violent that it is dangerous to leave her, as she seems likely to injure herself.

ANS.:—Hysteria is a condition of nervous excitement and in a case where she would throw herself on the floor and become violent, medical assistance should be summoned.

I would first approach her in a reassuring way and try to calm her, and offer her a glass of water or smelling salts. If unable to calm her, I would report to the Desk Lieutenant and recommend that he send for an ambulance.

While waiting for the ambulance to arrive I would keep her under close observation. If she became so violent as to knock her head against the walls or floor and threaten injury to herself in that way, I would ask to have a Patrolman assist me, and enter the cell and have her restrained from doing herself bodily injury.

If the woman appeared to be very sensitive and her hysteria was due to mortifica-

tion or remorse, I would remove her from her cell and take her to my room until I could get her quieted, having a Patrolman remain outside by the door, ready to respond to my call.

Ques. 5:—Suggest the ways in which the duties of women in the Police Department might be extended beyond Station House Duty, to make their services more valuable and useful to the community at large. Explain your answer in detail and give reasons to justify the suggestions you make.

ANS.:—The services of Police Matrons could be extended to advantage in the following ways:

(1) By detailing them to duty at moving picture theatres, dance halls, etc., for the protection of young women and children. Reason: Because at many picture theatres children are admitted when not accompanied by parents or guardians. If not under proper guardianship, they are liable to form bad associations and develop bad habits, especially due to the incentive of thrilling pictures. Young girls at picture theatres are liable to respond to flirtation overtures on the part of designing men or boys of bad tendencies. Young girls in dance halls are especially subject to temptation.

(2) By having them do duty in the streets to protect women from "mashers" and to influence women who solicit in the streets to reform. A clever Policewoman, in citizen attire, could trap "mashers" and have them punished. Reason: Because a woman better understands conditions relating to her own sex than a man.

(3) To do detective work to trap fortune tellers, quack doctors, healers, white slavers, etc. Reason: Because in many cases a man would not be suitable for the work. Good work has already been done along these lines by Matrons assigned to the Detective Bureau.

(4) By having them patrol districts where children play truancy from school. There is very little co-operation at present between the Police Department and the Board of Education to suppress truancy. As truants spend their time mostly on the streets, the Policewomen during school hours could question all children of school age found on the streets and report them to the Board of Education.

Ques. 6:—A woman prisoner charged with assault appears to be asleep in her cell. When the time arrives to take her to court she cannot be aroused, and it seems probable that she has taken an overdose of some drug which the Matron failed to find when she searched the prisoner. What should the Matron do, remembering that it is a crime to have such harmful drugs in one's possession?

ANS.:—Report all the facts to the Desk Lieutenant, who will send for an ambulance.

(Note:—That is all the duty the Matron has in the matter. The prisoner would be taken to a hospital for treatment. There

the cause of her stupor would be ascertained. An officer would accompany her to the hospital and another search would be made of her clothing. If it were found that she had administered to herself a drug forbidden by law, a charge of violating the Boylan anti-drug law would be preferred against her. Probably the Matron would not even be called on to prefer the charge. More likely the Officer sent to the hospital to watch her would be required to make the charge upon being informed by the physician that the prisoner had taken a drug. From the foregoing, it will be seen that the question is improperly put, the Matron having practically only one duty, namely, to advise sending for an ambulance.)

Ques. 7:—Name what you consider to be the four most important duties of a Police Matron, and explain how each of those you mention requires the exercise of judgment and discrimination. Illustrate.

ANS.:—(1) Obey all of the rules of the Police Department, and orders of my superiors. (NOTE:—It seems foolish to be asked to state wherein this requires judgment and discrimination, or to illustrate it.)

(2) Take care of all prisoners placed in my charge. As each prisoner to some extent requires different handling, judgment is required; also in the matter of deciding what two prisoners to place together when necessary to "double-up"; for example, a shoplifter and a disorderly woman should not be placed together.

(3) Make the rounds of the cells at least once every half hour. Judgment is required in the case of a prisoner who requires watching and who should therefore be visited oftener; for example, a prisoner who is violent or sick.

(4) Inspect the cells and report on their condition daily. (NOTE:—There is little, if anything, to be said in this connection involving exercise of judgment and discretion. It is simply a plain duty.)

(NOTE:—The requirement to state wherein these duties call for the exercise of judgment and discretion is a nuisance. Such riders are frequently attached to questions by the Examiners in a way that shows a failure on their own part to exercise judgment and discretion. If they were to answer the questions themselves they would see how foolish some of them are. As a rule these riders either require useless repetition, or explanations of what is self-evident. The effect is to confuse the candidate, who is likely to fear that his or her answer is not correct and lead her to fabricate an irrelevant answer.)

Ques. 8:—A lost child about three years old is brought to the Police Station. He can tell his name, somewhat indistinctly, but does not know where he lives. He says he came in the subway and was found by the officer near the subway entrance at Times Square. Eventually a well-dressed man appears whom the child recognizes. He says, however, that he is not the parent of the child nor even a relation, but insists

on taking the child with him. In referring the case to the Desk Officer, what course would you advise, and why?

(NOTE:—The idea of a Matron advising the Desk Officer what to do is very unlikely, as the Lieutenant would know better than the Matron what to do, and the Matron's opinion would not be asked. The evident object of this question is to test the Matron's knowledge of the proper procedure to be followed, but this purpose would have been better served by asking the candidate to express her opinion as to what the Desk Officer would do.)

ANS.:—I would advise the Lieutenant under no circumstances to surrender the child to the man, as a lost child should be surrendered only to a parent or guardian. The Desk Officer should question the man to ascertain the child's name and address, since he evidently knows. After obtaining the child's name and address the Desk Officer should send a Patrolman, accompanied by the man, to the address with the child, and if certain that the child belonged to the persons who claimed it as parent or guardian, surrender it to them. If not certain, bring the child back to the station house and send it to the Society for the Prevention of Cruelty to children. The alleged parents or guardian could then deal with the Children's Society, the Police having nothing more to do with the case.

If the parents or guardian were not found at the address given by the man, investigations should be made as to why the man was so anxious to secure custody of the child, and if found that he was attempting to kidnap the child he should be arrested.

Ques. 9:—A young colored girl is brought to the police station with a bad wound on her head from which the blood is flowing freely. She charges that she was beaten by the officers who arrested her for street soliciting, and faints from loss of blood. What should the Matron do?

ANS.:—First, send for an ambulance so that the girl may receive medical attention. Then bandage her wounds and try to revive her with ammonia and do what can be done to relieve her condition pending the arrival of the ambulance.

Then report to the Desk Officer the charges made by the girl against the Policemen who arrested her, so that the Inspector of the District could investigate to see whether the charges should be entertained and the Policemen be placed on trial.

Ques. 10:—(Do not sign any name, number, initials, title or any identifying mark to the following report. If you do you will be disqualified.)

Write a report of 100 words, addressed to the Captain of your precinct, calling his attention to the condition of the cell rooms for women prisoners as being dark and so arranged that it is difficult to keep them clean and in sanitary condition, and recommending that women prisoners be transferred to another station house on this account.

ANS.:—

New York, July 7, 1914.

Captain John Doe,
Commanding 15th Precinct.

Sir:

I wish to respectfully call your attention to the bad condition of the cell rooms for women prisoners in this prison.

They are dark, due to the narrow corridors and the fact that most of the cells are largely cut off from daylight. The cells are damp and the plumbing is so old and unsanitary that it is impossible to keep the cells free from disagreeable odor.

As the building is too old to justify any attempt at reconstruction, and as in my opinion it is injurious to the health of prisoners to be confined in them in the condition in which they now are, I respectfully recommend that no more women prisoners be confined in cells in this prison and that those now here confined be transferred to a precinct having a more sanitary and better suited prison for women.

Respectfully submitted.

Ques. 11:—The modern attitude towards crime is that of reform, rather than punishment. In your judgment what are the steps a Police Matron can take to help in this direction?

(NOTE:—The object of this question is commendable, but the Examiners evidently overlooked that Matrons, under the rules, are not allowed to hold unnecessary conversation with prisoners.)

ANS.:—The steps that a Police Matron can take to help in this direction are very limited under their present duties. They are only custodians of prisoners for a few hours and during that time they are required, under the rules, to have no unnecessary conversation with their charges.

They can, however, treat their prisoners with as much consideration as possible and give them to understand by their attitude, rather than by words, that they do not regard them harshly because they are unfortunate or because they have erred.

In the case of children, however, whom the Matron details in her own room and does not place in a cell, she has opportunity to talk to a child, if it is a delinquent, and try to persuade it to mend its ways.

Ques. 12:—Certain Police Matrons are assigned to duty in the Detective Division. Why is this desirable? In what ways can they be of special service to the Department in this capacity?

ANS.:—It is desirable to have Matrons assigned to the Detective Division because there are women criminals as well as men criminals, and in many cases a woman Detective could better accomplish results with women. A woman Detective in many cases can also better accomplish results with men.

They can be of special service to the Department in obtaining evidence against fortune tellers and mental healers; in observing the conduct of young girls at public

dance halls and picture theatres, and in dealing with women who solicit on the streets. In fact, a woman Detective could make herself valuable in many cases merely through the fact that women are not usually employed for detective work and hence would not be suspected.

Municipal Civil Service Commission.

Date: June 16, 1909.

DUTIES—Weight 6.

Ques. 1:—A woman of apparent refinement has been arrested charged with shop-lifting. The prisoner refuses to answer any question put to her and seems on the verge of nervous breakdown. If placed under your charge, how would you proceed to get from her all necessary information? Would you, in the treatment of this woman, make any exception to that accorded to the ordinary prisoner, and if so, give reasons in full.

ANS.:—I would speak to her kindly and make her feel that I felt friendly toward her. I would advise her to answer the questions and try to persuade her to do so.

I would place her in a cell apart from less refined prisoners so that she might not be shocked by language of intoxicated or disreputable women.

(NOTE:—If a prisoner refuses to speak, nothing can be done to compel. Only persuasion can be used. It should be borne in mind that the police handle the preliminaries in a case, and that after a few hours in the custody of the police the prisoner is turned over to a Magistrate for disposition.)

Ques. 2:—How would you proceed to search a woman accused of thieving? Tell each thing you would do. Also tell various ways in which you would act if she resisted your search.

ANS.:—Always search her in the Matron's room.

I would completely undress the prisoner and search each garment separately as removed. Let the hair down and examine it. Examine the shoes, the hat, the hat-band of the hat, and the mouth. If the theft were of a diamond or some article that might be concealed in the nose or private part of the anatomy, I would caution the prisoner that if she did not yield the article I would recommend to the Desk Lieutenant to send for an ambulance surgeon and have the surgeon conduct that part of the search. If I had reason to believe that she may have swallowed the article I would also recommend that she be placed in charge of an ambulance surgeon.

If she resisted being searched I would reason with her and try to persuade her to yield. I would tell her that the object of having her searched by a Matron was out of considerations of delicacy, but that there was an officer outside the door in the hall, and that if she refused to yield

I would call in the officer to aid me. She would therefore avoid embarrassment by not resisting me.

Ques. 3:—A girl of 15, drunken woman, and an injured or helpless woman are brought in and turned over to your care. What will you do with each?

ANS.:—If the girl were lost I would keep her in the Matron's room until 9 p. m., awaiting for a relative to claim her. If unclaimed by that hour, I would turn her over to the Desk Lieutenant to have him send her to the Society for Prevention of Cruelty to Children in the custody of an officer.

If the girl had committed a crime, I would ask the Desk Lieutenant to notify her parents or relatives or friends. If I had reason to believe that relatives or friends would call, I would hold her a reasonable length of time. Then, if they did not come, I would have her sent to the S. P. C. C.

(NOTE:—If charged with a misdemeanor the Lieutenant could accept bail, but not in the case of a felony. Under no circumstances should a girl under 16 be placed in a cell. The officer who takes her to the S. P. C. C. must not take her in an ambulance with adults.

The drunken woman I would search and then place her in a cell.

In the case of the injured or helpless woman, I would request the Desk Lieutenant to send for an ambulance. In the mean time I would do anything I could to relieve her, not involving medicine or anything requiring a physician's judgment.

(NOTE:—Under the Inferior Courts Act, enacted since this question was asked, it is unlawful for an officer to take a child accused of a crime to a police station. He is required to take her directly to the Children's Court, if in session; if not, then to the Society for the Prevention of Cruelty to Children.)

Ques. 4:—If the cells in the station house in which you are on duty as Matron should be overcrowded and it became necessary to place more than one female prisoner in each cell, in what manner would you dispose of a number of women, some charged with intoxication, some with shop-lifting and others known to be women of bad character?

ANS.:—Avoid placing two intoxicated women together in a cell, as they are likely to quarrel or become boisterous. I would not put a shoplifter together with a woman of bad character, because shoplifters are not necessarily depraved, and often are refined.

First, I would put two shoplifters together.

As a next alternative, I would put two women of bad character together, as they are not necessarily quarrelsome or boisterous. Some are genteel, and I would put the most genteel together.

As a next alternative, I would put together an intoxicated woman who had be-

come sobered with one who was mildly intoxicated. Or a sobered intoxicant could, if necessary, be placed with a shoplifter.

Ques. 5:—Explain clearly what means you would take to maintain discipline and quiet among women under the influence of liquor.

ANS.:—The only power a Matron has is to place them in cells where they can do no damage to anyone. When they are once in the cells, nothing can be done to compel them to conform to discipline or to keep them quiet. All that can be done is for the Matron to use her tact and try to persuade them to keep quiet.

(NOTE:—If a prisoner yells at the top of her voice all through the night and draws a crowd of 1,000 persons in the street, there is still nothing that can legally be done except persuasion. It is not permissible to enter the cell and use force. Of course the prisoner can be told that it will be reported to the Judge, etc.)

Ques. 6:—In case a woman prisoner drank poison in her cell from a bottle which she had successfully concealed, state what efforts you would make to save her life pending the arrival of a surgeon.

ANS.:—I would send out for ground mustard, flour and eggs. Mix a teaspoonful of mustard in a half glass of lukewarm water and make the patient drink it. Keep this up every ten minutes until patient vomits freely. Also give patient white of eggs and flour, stirred in water or milk. If opium or narcotic poisoning, keep patient awake at all hazards by rubbing, walking, slapping, etc. It is also well to administer strong black coffee.

(NOTE:—It is a peculiar fact that the Police Department provides Matrons with no supplies for First Aid work. Anything the Matron would do in the way of sending out for mustard, eggs, etc., would be voluntary and at her own expense. The Police Department does not even furnish bandages, although some years ago it was customary to supply bandages. Most Matrons at their own expense, keep on hand some bandages and ammonia or smelling salts.

Matrons are also not allowed to administer drugs. They are required to send for an ambulance in any case requiring medical attention. The rules do not provide anything else. Naturally, however, the humanitarian instinct leads them to prescribe simples to afford relief in case of emergency. It is against the rules to give liquor to prisoners, and Matrons should refuse to administer brandy even in an emergency, except with the approval of the precinct commander. But it should be noted that it is no official part of the duties of a Police Matron to administer to sick persons. A Matron is practically a Prison Keeper.)

Ques. 7:—How would you treat a woman prisoner under each of the following circumstances:

(a) If she uses insolent and abusive language toward you.

(b) If she threatens you with personal violence.

(c) If she actually assaults you.

ANS.:—(a) By use of tact try to persuade her to behave.

(b) Her threats cannot harm me, as she is locked in a cell. Therefore the answer is the same as the answer to (a).

(c) If she assaulted me and I could not handle her alone, I would call an officer to assist me. I would then prefer a charge of assault against her to the Desk Lieutenant, and appear in court and prosecute her for it.

Ques. 8:—What must be done with lost children brought to a station house? What must be done with such children where there is no Matron in the house?

ANS.:—In the first case, write a description of them and hand it to the Desk Lieutenant. The description should contain the following: Age, height, weight, color, nationality, hair, any distinctive marks or characteristics, and dress. Try to get names and addresses of persons whom the child knows. In case of obtaining such addresses, the Desk Lieutenant will send an officer to such persons to notify them.

If there is no Matron in that station house, the child must be sent to the nearest station house where there is a Matron.

Ques. 9:—If a woman who was helpless was brought in, how would you know if she was under the influence of liquor or some drug, or if she was ill? What would you do in each case?

ANS.:—To ascertain whether she was under the influence of liquor, I would smell her breath. This, however, would be no certain evidence, as she might have taken a drink to relieve her illness. If I had any doubt, I would send for an ambulance. If I was confident that she was under the influence of liquor, I would give her a glass of cold water. In the other cases I would leave it for the ambulance surgeon to decide.

Ques. 10:—What remedies do you think should be kept on hand by the Matron for the emergency treatment of (a) fainting; (b) cramp; (c) nausea; (d) chill from exposure; (e) heat prostration?

ANS.:—(a) For fainting, smelling salts and ammonia.

(b) For cramps, ginger or peppermint.

(c) For nausea, salt (to be mixed with lukewarm water).

(d) For chill from exposure, hot tea or coffee.

(e) For heat prostration: There are two kinds of heat prostration. In one kind, where there is rush of blood to the head, as indicated by the face being bluish, red or purple, the remedy would be ice or cold water. In the other kind, where the hands and face are cold, sweaty and clammy and the eyes dead-looking, the remedy is stimulants and a little water every five or ten minutes. It is against the rules of the

Police Department to have stimulants in any station house.

TRANSLATION.

Translate the following into all the languages you can offer:

"How old are you? Eighteen years old. Have you had anything to eat to-day? I had a piece of bread and a cup of coffee. Where do you live? If you were so sick, why didn't you have a doctor? The doctor costs too much. You should be good now, and let me look at your clothes. There is a policeman just outside, who helps me when anyone does not submit."

REPORT—Weight 1.

Write a report of not less than 250 words to the Captain of your precinct, complaining to him about a Patrolman of the precinct who persists in coming to your office on various pretexts, although you have warned him repeatedly that his action is a violation of the rules of the department and exceedingly annoying to you.

Sign this report "Jane Doe."

New York, June 16, 1909.

Captain Richard Roe,
100th Precinct.

Sir:

I am obliged to report that Patrolman Ebenezer Whitebrow has been for several weeks annoying me with attentions.

In the latter part of May he indulged in more conversation than necessary in turning over to me a prisoner. The next day he met me in the hall, and after asking about the prisoner began to converse with me. Every time after that when we met he would stop and talk.

About a week ago he knocked at my door on some pretext. The next day he did the same thing. When he repeated this the following day I informed him that our conversations must be strictly on necessary police business, and that he should refrain from knocking at my door. He did not annoy me the next day, but on the day following he knocked, and when I opened the door he tried to squeeze in, but I closed the door sharply:

Yesterday he met me in the hall and tried to hand me a box of candy, and said he would like to speak to me. I refused the candy and told him that I would report him. He then said that he didn't believe that a good-looking woman like me would try to get a good-looking fellow like him in trouble. He said he took a liking to me and didn't see why we couldn't be friends. He said I was the only woman in the house, and what was the use of keeping aloof and making myself so lonesome?

He does not seem to take my rebukes seriously, although I have never given him the slightest encouragement.

I trust that you will take such measures as you may see fit to stop him from further annoying me.

Respectfully submitted,
JANE DOE.

Municipal Civil Service Commission, New York.

POLICE MATRON.

Date: March 18, 1904.

DUTIES.

Ques. 1:—State (a) what you understand to be the duties of a Police Matron; (b) what qualities, besides good character, you consider most important in a Police Matron.

ANS.:—(a) Obey all rules of the Police Department and all orders of the Police Commissioner or other superior officers. Take care of all women or juvenile female prisoners placed in my charge; also lost children and lost aged women. Make the rounds of each cell at least once every thirty minutes. Inspect the cells and report their condition daily to the Desk Lieutenant. Take care of my own room and keep it clean.

(b) Health and strength, tact, courage and firmness, in addition to good character.

Ques. 2:—Would you discriminate in your treatment of girls under eighteen and women over? If so, state how and why.

ANS.:—I would separate the girls from the women, and I would visit the girls more frequently. The reason is that care should be taken not to harden young girls and thereby confirm them in a downward path when under favorable conditions they might be redeemed. If thrown into contact with old offenders the influence might frequently be bad.

Ques. 3:—A woman is brought in charged with being drunk and disorderly. State precisely and with full particulars what you would do.

ANS.:—Search her thoroughly in the Matron's room, as described in answer to Question 2, examination June 16, 1909. Try to persuade her to be quiet, lock her in a cell, and offer her a glass of cold water.

Ques. 4:—A woman under your charge has an epileptic fit. While waiting for the surgeon, what would you do?

ANS.:—Keep her lying on the floor so that she cannot fall. Dash cold water in her face, or put a towel that has been wrung out in cold water over the head. Put a cork or some other suitable article between her teeth to keep her from biting her tongue during a spasm.

Ques. 5:—What questions would you put to a prisoner placed under your charge?

ANS.:—Get name, age, address, nativity, social condition (married or single), occupation, and whether she can read and write. Ask her if she wishes to notify her friends, informing her that she can have an envelope and paper for mailing purposes, or can telephone, or if she wishes to send a special delivery messenger she can do so at her own expense.

Ques. 6:—Suppose a party of prisoners became unruly and noisy; what would you do?

ANS.:—The only thing to do, outside of trying to persuade them to be quiet, would be to shift them to different cells, so that the disorderly ones would be separated from each other.

Ques. 7:—Under what circumstances would you consider it proper to administer drugs to a prisoner? State what drugs and in what doses.

ANS.:—It is against the rules for a Matron to administer drugs, as it is her duty to summon an ambulance if a prisoner requires medical attention. The only exceptions would be in trying to revive a fainting person by means of smelling salts, etc., and relieve colic with ginger or peppermint. These articles, however, are barely drugs.

Ques. 8:—What inspection would you make, and how often, to see that all the premises under your charge were kept clean?

ANS.:—Inspect the prison once a day, the first thing on coming on duty. In making my rounds of the cells every half hour I also would keep an eye open to see whether anything had occurred within view to disorder the cell. Inspect my own room all the time to see that it was clean and orderly.

Municipal Civil Service Commission, New York.

POLICE MATRON.

Examination held in 1900.

DUTIES.

Ques. 1:—For what police stations are Matrons appointed? What are the duties of a Matron with respect to children brought to her station? What additional duties belong to the Matron at Police Headquarters?

ANS.:—Matrons are appointed only to police station houses where female prisoners are detained. It is the duty of a Matron to detain them in the Matron's room, if they are under 16 years of age, and to look out for their comfort.

(NOTE:—Formerly there was a Matron in the House of Detention at Police Headquarters, where children under 16 years were sent. They are now sent to the rooms of the Society for Prevention of Cruelty to Children. There is no provision in the Police Department rules for feeding of children by Matrons, and if they do so it is out of their own pockets. They frequently do so, however. Matrons now have no duties at Police Headquarters unless they are detailed there to do detective work. Several Matrons from the precincts are so detailed from time to time, but they are then really doing detective duty and not

Matron duty. Any bright Matron is liable to receive such details. One Matron was in 1912 promoted to the rank of Detective-Sergeant for clever work while detailed to Headquarters.)

Ques. 2:—Should women accused of crime be treated with more consideration than men under arrest for similar offenses? Give reasons for your answer.

ANS.:—As a general proposition I think there is no more reason why a woman in charge of a woman criminal should treat her with any more consideration than a man in charge of a male criminal would treat his prisoner.

(NOTE:—Unless the Matron is to violate rules, about the only discrimination possible is kindness of manner, unless she wishes, out of her own pocket, to supply her with comforts. This can be done without violation of any rule, but, naturally, is only done in a case of distress. If the prisoner supplies the money, it is customary for the Matron to send out to have food, etc., brought for the prisoner. The object of the above question was to see whether the candidate would give a sentimental answer.)

Ques. 3:—A vagrant woman suffering from exposure to the cold is brought to the station house and placed under your care. What would be your duty in the case? What is a vagrant?

ANS.:—Instead of locking her up in a cell, let her stand, under observation, near the steam radiator pipes in the corridor until she warms up. Give her something warm to drink and see that her clothes are dry. If necessary, send for an ambulance.

A vagrant is a person without visible means of support and usually homeless.

Ques. 4:—Under what circumstances would you have the right to administer stimulants to prisoners under your charge?

ANS.:—Only under orders of the doctor, which are never given. If the prisoner needed stimulants she would be taken away in an ambulance.

Ques. 5:—If women prisoners under your charge persisted in using profane or obscene language, what would you do?

ANS.:—Nothing can be done except to use tact and persuasion.

Ques. 6:—What qualities in general do you think would be likely to make a Police Matron most successful in the performance of her duties?

ANS.:—See answer to Question 1, examination March 18, 1904.

ARITHMETIC.

I. On New Year's Day a man stopped drinking, and began to give his wife every week the sum of \$2, which was the amount he used to spend, on the average, for drink. She saved the money and at the end of the year she bought with it a sofa for \$35, an easy chair for \$17, and five parlor chairs at

\$6 each. After paying for these things, how much money had she left?

2. In 1880 the population of Boston was 369,832, and that of Baltimore 332,313. What is the difference?

3. A good cow yields 168 pounds of butter a year. If it takes 215,000 cows to supply London with butter, how many pounds of butter are consumed annually in that city?

4. Texas contains 262,290 square miles, and Massachusetts 8,040. How many States as large as Massachusetts could be made out of Texas, and how much would be left over?

Chicago Civil Service Com'n.

POLICEWOMAN.

Police Dep't, Chicago.

Date: December 12, 1913.

REPORT.

In a report directed to "The First Deputy Superintendent of Police," not exceeding 500 words, state what you think are

the proper classes of duty for policewomen, and give your reasons therefor.

DUTIES.

1. What classes of cases are considered and passed on by the following courts: (a) Juvenile Court. (b) Court of Domestic Relations. (c) Morals Court.

2. (a) What are the duties of members of the Police Department with regard to lost children? (b) What disposition is made of children placed under arrest and held for trial?

3. If you were directed to investigate an anonymous communication to the effect that a man was abusing his wife, and his children were neglected, what would you do and what evidence would you secure?

4. (a) When may a police officer lawfully make an arrest for a misdemeanor in the absence of a warrant? (b) What right, if any, has a police officer to command assistance in making an arrest?

5. (a) How is an arrest made? (b) Define felony and give three examples. (c) Define misdemeanor and give three examples.

POLICE MATRON, POLICEWOMAN AND PATROLMAN PRACTICE QUESTIONS AND ANSWERS.

QUESTIONS AND ANSWERS ON INFERIOR COURTS ACT.

Ques. 1:—Name the courts of criminal jurisdiction in the City of New York.

ANS.:—The Supreme Court (Criminal Branch), Court of General Sessions, the Court of Special Sessions, and the City Magistrates' Courts.

Ques. 2:—What courts constitute the inferior courts of criminal jurisdiction?

ANS.:—The Court of Special Sessions, the City Magistrates' Courts.

Ques. 3:—Describe the organization of the Court of Special Sessions.

ANS.:—There is now only one division of the court, and the two divisions which formerly existed have now been combined into one division. There is one Chief Justice and fourteen Associate Justices.

Ques. 4:—Describe the jurisdiction of the Court of Special Sessions.

ANS.:—The court has in the first instance exclusive jurisdiction to hear and determine all charges of misdemeanor committed within the City of New York, except charges of libel, and exclusive jurisdiction in the first instance of all proceedings respecting bastards within the City of New York.

Ques. 5:—Into what two divisions are the Magistrates' Courts divided in the City of New York?

ANS.:—The City Magistrates' Courts in the City of New York are divided into two divisions as follows: (a) The first division embraces the Boroughs of Manhattan and the Bronx. (b) The second division embraces the Boroughs of Brooklyn, Queens, and Richmond.

Ques. 6:—What constitutes the Board of City Magistrates in each of the two divisions of the City Magistrate's Court?

ANS.:—In each of the two divisions there is a Board of City Magistrates, consisting of a Chief City Magistrate and sixteen City Magistrates.

Ques. 7:—How is the City Magistrate's Court district composed?

ANS.:—Each City Magistrate's Court district is composed, as far as may be practicable, of entire police precincts as constituted upon the date when the boundaries of such court are determined; but the territorial jurisdiction of the Night Courts and the Domestic Relations Courts are coterminous with that of the division or borough in which the same are held.

Ques. 8:—When is the City Magistrate's Court held, and where?

ANS.:—The City Magistrate's Court is held daily in every court district, and in addition to the Night Court for men and the Night Court for Women, such additional

Night Courts for men and for women may be held as the Board of City Magistrates may direct, and unless otherwise directed by the Chief Magistrate or the respective Boards of Magistrates, each court shall be open every day at nine o'clock in the morning and shall not be closed before four o'clock in the afternoon, and the City Magistrate assigned thereto shall be in attendance thereat except during a reasonable recess, and except that the afternoon session may be dispensed with upon Saturdays, Sundays and holidays, other than days upon which general elections are held, when each court shall be open until the polls close.

Ques. 9:—Describe the jurisdiction of a City Magistrate's Court.

ANS.:—The Chief City Magistrate and the City Magistrates of the City of New York are Magistrates within the meaning of the provisions of the Code of Criminal Procedure and the Penal Law, and City Magistrates' Courts are police courts within the meaning of the provisions of the Code of Criminal Procedure and the Penal Law.

Each of the Chief City Magistrates and the City Magistrates have all the powers and jurisdiction possessed by City Magistrates of the City of New York on April 1, 1910 (when Inferior Courts Act went into effect), and in addition have the jurisdiction of the Court of Special Sessions, upon a plea of guilty to a charge of violation of the motor vehicle law, first offense, or of a violation of any law for the prevention of cruelty to animals.

Ques. 10:—What are "Inferior Courts" for?

ANS.:—Inferior Courts are for two purposes. One purpose is to dispose of petty offenses, such as intoxication, street fighting, damaging property, etc., the penalty for which offenses would be a small fine or imprisonment in the Work House for a short time, or a judgment to pay small damages.

The other purpose is to provide a preliminary hearing of cases where the complaints are sufficiently serious that if entertained they will be subjects for a higher court to deal with. In such cases the court decides either that the complaint is not entitled to be entertained, or that it is a matter for a higher court to deal with.

Ques. 11:—What two classes of Inferior Courts are there?

ANS.:—Criminal and Civil.

Ques. 12:—What is the difference?

ANS.:—A Criminal Court is one in which crimes are tried. A Civil Court is one in which cases involving disputes over money, property or equity (fairness) not involving crime, are tried.

Ques. 13:—What are the names of the Inferior Criminal and Inferior Civil Courts of New York City.

ANS.:—The Inferior Criminal Courts are

the Magistrates' Court and the Court of Special Sessions. The Inferior Civil Courts are the Municipal Courts.

Ques. 14:—What is the fundamental difference from a legal point of view between Inferior Courts and other courts?

ANS.:—Inferior Courts are not courts of record.

Ques. 15:—What is meant by a Court of Record?

ANS.:—Certain courts of arbitrarily declared by law to be Courts of Record. A Court of Record is a court that deals with cases of more than a trivial nature, and such courts keep permanent records, although to a certain extent Inferior Courts also keep permanent records.

Ques. 16:—What is the difference between the Magistrates' Court and the Court of Special Sessions?

ANS.:—The Magistrates' Court is a court before which any arrest for any crime is brought for immediate preliminary disposition. There are certain minor cases which the Magistrate can make final disposition of, such as violations of corporation ordinances, disorderly conduct, intoxication and other small misdemeanors. In addition to these a Magistrate can dispose of a first offense for speeding and a first offense for cruelty to animals. Disorderly conduct means individual acts only, for a Magistrate cannot dispose of a charge of keeping a disorderly house.

The limit of punishment a Magistrate can impose is \$10 fine or six months in the workhouse.

All other misdemeanor cases, except small offenses as mentioned, are referred by the Magistrates to the Court of Special Sessions, which is a court for trying all misdemeanor cases too serious for Magistrates to dispose of.

The Court of Special Sessions has jurisdiction over all misdemeanor cases except criminal libel, which is tried by the Court of General Sessions or the Supreme Court after an indictment has been found by the Grand Jury. The Court of Special Sessions deals with all cases of Juvenile Delinquency and Improper Guardianship and all cases of crime involving children under 16 years old, except homicide, in which case the procedure is by Grand Jury indictment.

Ques. 17:—What is the Children's Court?

ANS.:—It is a branch of the Court of Special Sessions. It deals with cases of children as explained in the answer to Question 16.

Ques. 18:—What is the Court of Domestic Relations?

ANS.:—It is a branch of the Magistrates' Court which tries all cases that violate the Domestic Relations law. These are cases involving support of needy relatives, wife, children, etc. The reason these are not considered to be civil cases to be dealt with by the Municipal Court is that the law

makes failure to support needy relatives a crime.

Ques. 19:—What is the Night Court?

ANS.:—It is a branch of the Magistrates' Court, and is simply certain Magistrates' Courts designated to sit at night so that persons arrested after the day courts are closed can have their cases heard and thus perhaps avoid being locked in a cell over night. There is a Night Court for men and one for women.

Ques. 20:—What jurisdiction has the Municipal Court?

ANS.:—It deals with civil cases where the amount involved does not exceed \$500, except in cases of damages for false imprisonment, malicious prosecution, loss of of a husband or wife, etc. Such cases go to higher courts.

Ques. 21:—What is the next higher civil court?

ANS.:—In New York County it is the City Court, which has jurisdiction in civil cases where the amount involved does not exceed \$2,000. In all other counties of New York City and New York State it is the County Court.

Ques. 22:—What is a County Court?

ANS.:—A County Court is the highest court in a county. It has jurisdiction over both criminal and civil cases. The jurisdiction in criminal cases includes all cases except where the death penalty is involved. In civil cases it includes all cases involving money or property not exceeding \$2,000 in value. Death penalty cases and civil cases involving more than \$2,000 are tried in the Supreme Court, which is a State court. There are, however, four County Courts that by special act of the Legislature are given the power to try cases involving the death penalty. They are the Kings, Albany, Ulster and Richmond County Courts.

Ques. 23:—Why has New York County no County Court?

ANS.:—Because the Court of General Sessions and the City Court correspond to County Courts, the Court of General Sessions acting as the criminal branch and the City Court as the civil branch. But the Court of General Sessions in addition has powers beyond those of a County Court and exercises in many respects the functions of a Supreme Court.

Ques. 24:—What is the Supreme Court?

ANS.:—The Supreme Court has original jurisdiction over all crimes, civil or criminal, without limit of any kind. Besides trying original cases, it also hears appeals from the lower courts.

Ques. 25:—What other courts are there higher than the Supreme Court?

ANS.:—The Appellate Division of the Supreme Court, which is for hearing appeals from the Supreme Court, and the Court of Appeals, which is the court of last

resort. The Court of Impeachment is the highest of State Courts, but convenes only for the purpose of trying public officials charged with improper conduct in office. It consists of the Judges of the Court of Appeals sitting with the Senate.

Ques. 26:—What is the difference in procedure between misdemeanor cases and felony cases?

ANS.:—Felony cases cannot be brought to trial until the Grand Jury has found an indictment against the individual charged with the felony.

Ques. 27:—Where are felony cases tried?

ANS.:—In New York County they are tried in the Court of General Sessions or the Supreme Court. In other counties they are tried in the County Court or the Supreme Court. Homicide cases first go before the Coroner's Court, which sits for preliminary examination, but does not try the case.

Ques. 28:—What is the Court of General Sessions?

ANS.:—It is a court that exists in New York County only and has the same powers in criminal cases as the Supreme Court. Usually it tries felony cases, but a misdemeanor case can be tried there on transfer from the Court of Special Sessions.

Ques. 29:—What is the Coroner's Court?

ANS.:—It is a court presided over by a Coroner with a jury of not less than nine nor more than fifteen persons summoned by the Coroner. When a person is dangerously injured or killed under circumstances that appear criminal, or may have committed suicide, the Coroner of the County must be notified, and it is his duty to go to the place and inquire into the circumstances. If any person is found to be criminally responsible, the Coroner issues a warrant for his arrest, and he has power to commit him pending the results of inquiry. The body cannot be touched by any person without the Coroner's permission. Any Peace Officer must serve a Coroner's warrant.

Ques. 30:—What is the Surrogate's Court?

ANS.:—A Civil Court that has jurisdiction over the probate of wills. It passes on questions of whether or not wills are properly proven and authentic.

Ques. 31:—What special record is made in a Night Court of a woman convicted of prostitution?

ANS.:—Their finger prints are taken.

Ques. 32:—What is Juvenile Delinquency?

ANS.:—It is any act committed by a child that would be a crime if committed by an adult.

Ques. 33:—What is Improper Guardianship?

ANS.:—It is any crime by a child that would not be a crime if committed by an adult.

(NOTE:—These two terms are frequently confused, and comparatively few people know the difference. If a child steals money, it is Juvenile Delinquency, because stealing money would be a crime if committed by an adult. If a child goes into a saloon and purchases a can of beer, it is Improper Guardianship, because purchasing beer by an adult is no crime.)

Ques. 34:—What different charges of crime can be preferred against a child?

ANS.:—Only three. It can. A child can be charged with Homicide, Juvenile Delinquency and Improper Guardianship. All crimes by children that are not Homicide are either Juvenile Delinquency or Improper Guardianship.

Ques. 35:—Before what court would each of the following be taken: (a) burglar arrested at midnight; (b) a man who has abandoned his wife and child; (c) a little girl arrested for selling newspapers in the streets; (d) a woman accused of intoxication arrested at 5 A. M.; (e) an automobilist who has exceeded the speed limit? In each case mention the special court (if any) to which the prisoner would first be taken, giving reasons. The arrests are supposed to have been made near the Brooklyn Bridge.

ANS.:—(a) Would be arraigned in the First District Magistrates' Court, Centre and Franklin streets, the following morning at 9 A. M. The reason that this prisoner would not be taken to the Night Court is that burglary is a felony and the Night Court was instituted only for the arraignment of persons arrested after 4 P. M. charged with misdemeanors.

(b) Would be arraigned in the Domestic Relations Court in East 57th street, because this court is set aside for the hearing of all cases involving the support of minors or needy relatives.

(c) Would be arraigned in the Children's Court, 11th street and Third ave., charged with improper guardianship, because this court was organized exclusively for the trial of all children under sixteen years of age charged with any offense except homicide. This child must be under 16, or she would not be subject to arrest.

(d) Would be arraigned in the First District Magistrates' Court at Centre and Franklin street the same morning at 9 A. M., if sober. If not, she would be arraigned in the same court later. The reason that this woman would not be taken to the Night Court is that this court closes at 1 A. M.

(e) If satisfactorily identified, would be served with a summons to appear in the First District Magistrates' Court. If not satisfactorily identified, would be arrested and arraigned in this court.

Ques. 36:—What is meant by the "Penal Law"?

ANS.:—It is a code of laws enacted by the Legislature specifying what shall be considered crimes, providing the punish-

ment for each crime, and declaring what persons shall be deemed capable of committing a crime.

Ques. 37:—What is the Code of Criminal Procedure?

ANS.:—It is a code of laws enacted by the Legislature defining the methods of dealing with crime. It describes what courts shall deal with different classes of crime, what shall be done to prevent crime, how crimes shall be prosecuted, the powers and duties of peace officers, etc.

Ques. 38:—What is a "principal" in a crime?

ANS.:—A person directly concerned in its commission.

Ques. 39:—What is an "accessory"?

ANS.:—One who aids a person who has committed a felony to escape punishment.

Ques. 40:—What is disorderly conduct?

ANS.:—Any act in public that outrages public decency, or disturbs the peace or health of the public for WHICH NO OTHER PUNISHMENT IS EXPRESSLY PROVIDED, is a misdemeanor and goes by the term "disorderly conduct." It is not, however, known by such title in the Penal Law.

Ques. 41:—What is Abandonment?

ANS.:—The action of leaving in destitute circumstances a child under 16 years of age by a parent or other person having that child in charge for support or for education; or any neglect of proper care of a child.

Ques. 42:—What constitutes "prima facie" evidence of intent to abandon a child? What does "prima facie" mean?

ANS.:—The fact of its being abandoned. "Prima facie" means apparently a fact, judged from first glance.

Ques. 43:—Does the law prohibiting confidential disclosure between husband and wife apply to prosecution of an abandonment case?

ANS.:—No.

Ques. 44:—What permit must persons have who conduct private maternity hospitals or who board children under 12 years of age?

ANS.:—A license from the Board of Health.

Ques. 45:—What records must they keep?

ANS.:—A register of the names and ages of children born there or cared for, name and address of parents, and names and addresses of children given out and to whom given out.

Ques. 46:—Is there any penalty for a parent permitting a child under 16 years of age to engage in an occupation injurious to its health or morals?

ANS.:—Yes, it is a misdemeanor.

Ques. 47:—Suppose that an arrest was about to be made of a girl apparently over 16 but whose parents claimed that she was only 15 and was simply large for her age; what should be done?

ANS.:—Make the arrest, because the law provides, "16 or apparently over."

QUESTIONS AND ANSWERS ON POLICE DEPARTMENT RULES.

Ques. 48:—Under whose orders is the Matron in a station house?

ANS.:—Under the orders of the Commanding Officer.

Ques. 49:—What is the rule regarding members of the Force visiting with or conversing with Matrons while on duty?

ANS.:—There is to be no visiting or conversation.

Ques. 50:—In case a visitor desires to see the Matron, what is the rule?

ANS.:—The visitor can be seen only in the main room, and then only on permission by the Commanding Officer.

Ques. 51:—Is visiting in the Matron's own room permissible under any circumstances?

ANS.:—No.

Ques. 52:—Who is responsible for the care and cleanliness of the Matron's room and of the female prison?

ANS.:—The Matron is responsible for the care of her own room, but is not required to clean the cells, though she is required to see that they are kept clean.

Ques. 53:—What is done to keep male and female prisoners from communicating with each other?

ANS.:—They are kept apart in separate cells in different parts of the prison.

Ques. 54:—Is it allowable under any circumstances to permit a male and female prisoner to communicate?

ANS.:—Yes, if under orders of the Commanding Officer.

Ques. 55:—What is done when a woman prisoner is brought into the station house?

ANS.:—The Desk Officer takes her "pedigree." She is then taken by the Matron to the Matron's room and searched. Any articles taken from her are labelled and placed in charge of the Desk Officer. She is then placed into a cell and locked up. The Matron is responsible for her until she is taken from her cell to court.

Ques. 56:—How many prisoners may be placed in one cell?

ANS.:—There should be not more than one prisoner in a cell, unless due to overcrowded conditions it becomes necessary to place two together.

Ques. 57:—What is the duty of the Matron with regard to the locks on cells in the female prison?

ANS.:—It is her duty to see that the

lock on each cell is different in size and pattern and to see that they are properly secured.

Ques. 58:—How often should the Matron visit the cells?

ANS.:—Not less than once every 30 minutes, except during lunch hours, and often-er if the condition of prisoners requires it.

Ques. 59:—Who is responsible for the safe-keeping of the female prisoners, the Matron or the Commanding Officer?

ANS.:—The Matron is responsible, subject to the orders of the Commanding Officer.

Ques. 60:—What is the Matron required to do at the end of each tour of duty?

ANS.:—In a book kept for that purpose, she shall enter, in her own handwriting, a report showing the time of each visit and the condition and requests of each prisoner. This entry is to be turned in to the Desk Lieutenant, who is required to certify it.

Ques. 61:—What report is the Matron required to make at the beginning of each tour of duty?

ANS.:—She is required to report to the Commanding Officer as to the cleanliness and good order of the cells in her charge.

Ques. 62:—How are the cells to be kept clean and who is required to do it?

ANS.:—Every morning after the prisoners have been taken to court the Doorman (Station House Attendant) is required to wash out the cells thoroughly. Between the times of such washings by the Doorman the Matron is required to see that the cells are kept clean.

Ques. 63:—What is the duty of the Matron with regard to her own room?

ANS.:—She is required to clean it and keep it tidy.

Ques. 64:—In the case of a sick, injured or helpless woman brought into the Station House, where and by whom is she to be treated?

ANS.:—She is to be treated in a room other than the public sitting room, and is to be cared for only by the Matron or Surgeon, except in cases where the interests of justice or humanity require the attendance of others.

Ques. 65:—What is the duty of the Matron in case a female in her charge becomes ill?

ANS.:—The Matron shall notify the Commanding Officer, and he will send for a physician.

Ques. 66:—Does the Matron have charge of any persons other than females?

ANS.:—Yes, she also has charge of all children under the age of 16 years.

Ques. 67:—When it is necessary to search a prisoner, what is the rule regarding publicity?

ANS.:—It is required that the search be made with as little publicity as possible.

Ques. 68:—Is the Matron required to keep any records regarding women and children?

ANS.:—She is required to keep a written record of all women and children in her charge.

Ques. 69:—What would you as a Matron do if you were taken ill and could not report for duty.

ANS.:—Immediately notify the Commanding Officer by telephone, so that he could secure a substitute.

Ques. 70:—In case a woman with a nursing baby is arrested for a misdemeanor, would you receive her and confine her in a cell, or what would you do?

ANS.:—The rules provide that in such cases the woman should be sent to the prison ward of Bellevue Hospital.

Ques. 71:—Suppose the woman is arrested for a felony?

ANS.:—In that case I would place her in the station house cell.

Ques. 72:—What is done with female prisoners or children arrested in precincts where there is no Matron?

ANS.:—They are taken to a precinct where there is a Matron. Such station houses have instructions as to what stations to send such prisoners.

Ques. 73:—Suppose that a female prisoner actually or apparently under 16 years of age is arrested in a precinct where there is no Matron; what disposition is made of such prisoner?

ANS.:—She is sent to the Society for the Prevention of Cruelty to Children.

Ques. 74:—What do the rules require the Desk Lieutenant to do as soon as a female prisoner is brought into the station house?

ANS.:—He must at once summon the matron.

Ques. 75:—What is the rule regarding the number of prisoners to be placed in a cell?

ANS.:—The rule is that when it can be avoided, not more than one female prisoner shall occupy one cell.

Ques. 76:—What is the rule regarding separation of male and female prisoners?

ANS.:—It is that they must be kept in separate parts of the prison so that there can be no communication between them.

Ques. 77:—A man has been brought into the station house charged with larceny and has been locked up in that section of the corridor set apart for male prisoners. His wife hearing of his arrest assaults the person who preferred charges against her husband, and is likewise arrested and brought into the station house. The wife pleads with you to allow her to occupy the same cell with her husband, on the ground that he is subject to heart failure when excited and that her presence would tend to soothe him. When you refuse, she asks that you at least

place her in the cell next to his. What would you do?

ANS.:—I would not grant the request, but if I thought the man really was subject to heart failure I would inform the Desk Lieutenant and recommend that a doctor be sent for to examine him. If I thought that the woman's presence would really have a beneficial effect on her husband I would report the request to the Commanding Officer, for his information in case he might wish to give a special instruction.

Ques. 78:—A Central Office Detective comes into the corridor of the women's prison and says that he has instructions to watch one of the prisoners. He says that you, as Matron, need pay no attention to him, but can go back to your room, in fact, that your presence would interfere with his plans. What rule would govern your actions in such case?

ANS.:—There is a rule that no officer, other than the Matron, shall be admitted to the corridor or cells where female prisoners are confined unless sent there by special direction of the officer in charge of the station house, and then that he must be accompanied by the Matron. I would instruct the Detective to see Commanding officer and would allow no violation of the rule unless ordered to do so.

Ques. 79:—Into what room in the station house is a sick, injured or helpless woman to be taken, and by whom is she to be cared for?

ANS.:—She is to be taken to a room other than the public sitting room. She is to be treated or cared for only by the Surgeon or the Matron, except in cases where humanity or justice require the attendance of others.

Ques. 80:—When it is necessary to examine the clothing or body of a female, by whom shall the examination be made, under whose direction, and in what manner?

ANS.:—The examination shall be made by the Matron, under orders of the Commanding Officer, and it shall be done with the least possible publicity.

Ques. 81:—What does the Penal Law provide regarding placing children with adults while under arrest?

ANS.:—It provides that no child actually or apparently under 16 years of age shall be placed in a prison, or court room or vehicle of transportation in company with any adult charged with a crime.

Ques. 82:—If a female prisoner actually or apparently under the age of 16 be arrested and brought to a station house at an hour when the Children's Court is not in session, what disposition is to be made of her?

ANS.:—She is not to be locked up in the station house, but is to be taken to the Society for the Prevention of Cruelty to Children in the borough in which the arrest is made.

Ques. 83:—What disposition is to be made of male prisoners actually or apparently under the age of 16 years?

ANS.:—The same as of female children.

Ques. 84:—A woman is arrested and brought to a Manhattan station house at night, charged with a misdemeanor. What disposition is to be made of her?

ANS.:—She is to be sent to the Night Court.

Ques. 85:—What would be done if she were brought to a Bronx Station House?

ANS.:—The same thing.

Ques. 86:—What disposition is to be made of a woman charged with a felony who has been arrested at night?

ANS.:—She is to be locked in the station house cell over night and taken to the nearest Magistrates' Court the next morning, no matter in what borough arrested.

Ques. 87:—What would be done if she were charged with a misdemeanor and brought to a Brooklyn, Queens or Richmond station house?

ANS.:—She would be locked up in a cell over night and sent to the nearest Magistrates' Court the next morning.

Ques. 88:—Why should a woman charged with a misdemeanor in Brooklyn, Queens or Richmond be treated the same as a woman charged with a felony in Manhattan or the Bronx?

ANS.:—She shouldn't be. The reason is because there is no night court in Brooklyn. Bronx prisoners are sent to the Night Court in Manhattan.

Ques. 89:—Are Matrons subject to the same rules as Patrolmen?

ANS.:—Yes. Although they have not the rank of Patrolman they are subject to all the general rules of the department.

Ques. 90:—Who is the commanding officer of the Matron?

ANS.:—The Captain is her commanding officer, or whoever may be in command of the station house.

Ques. 91:—You have a violent prisoner whom you are unable to force into a cell. To whom would you apply for assistance?

ANS.:—I would apply to the Commanding Officer, technically, but actually to the Lieutenant on Desk Duty. He represents the Commanding Officer in his absence or in cases not requiring the personal attention of the Commanding Officer.

Ques. 92:—In case a prisoner became ill and it was necessary to send for an ambulance, what means would you take to summon the ambulance and how would you decide what hospital to call up?

ANS.:—It would only be my duty to inform him that in my opinion medical aid was needed. It would be for him to decide whether the aid was needed and what hospital to call up on the 'phone.

Ques. 93:—Suppose that a Sergeant came to you and said he wished to speak to a prisoner arrested by one of the Patrolmen of the Squad of which that Sergeant was in charge. The Sergeant tells you that he believes the Patrolman arrested the woman for spite, and he wishes to question the woman. What would be your course of action?

ANS.:—I would tell him to get permission from the Commanding Officer.

Ques. 94:—Who performs the following duties in a station house: (a) Cleaning the cells of prisoners; (b) cleaning the Matron's room; (c) making the beds of the Patrolmen?

ANS.:—The Patrolman assigned to duty as Station House Attendant cleans the cells. (b) The Matron takes care of her own room. (c) A woman is employed by the Patrolmen at their own expense to make the beds for them.

Ques. 95:—Suppose that you were suddenly taken ill and had to run to a drug store to get something for relief. You ask the woman who makes the beds to take your place for the few minutes that you expect to be gone. If you consider that there would be any objection to your doing this, state why.

ANS.:—I would have no right to do that, as the bed-maker is not a member of the Police Force. It would be my duty to obtain leave from the Commanding Officer, who would probably detail a Policeman to keep his eye on the female prison during my absence for so short a time.

Ques. 96:—What do you consider to be the object of the rule requiring that a careful list be made of articles taken from a prisoner?

ANS.:—These articles being the personal property of the prisoner, the removal of them from the person is only for purpose of temporary custody. It is necessary to make a careful list to insure that the property thus taken is returned without loss; also because it might be necessary to use some of the property as evidence.

Ques. 97:—Among the articles you remove from the person of a prisoner is a revolver. What special note would you take, if any, of that?

ANS.:—I would prefer a charge against the prisoner of carrying a dangerous weapon, which is a felony.

Ques. 98:—Among the articles you remove is a small bottle the contents of which you are not familiar with. The prisoner says it is for indigestion and asks to be permitted to retain it. What would you do?

ANS.:—I would not allow her to retain it, because it might contain poison, and I would not allow a prisoner to administer any medicine to herself while in the prison unless under orders of a doctor.

Ques. 99:—A delicate woman, arrested for larceny, complains that she is worn out and needs sleep, but finds it impossible to secure any rest lying on the board, which is the only piece of furniture in the cell. She asks for bedding. What is the rule in a case of this kind, and what would you do?

ANS.:—There is no rule governing a case of this kind, except that if the woman is so ill that she requires medical attention an ambulance must be sent for. There is no provision for furnishing prisoners with bedding. If I thought the woman was really suffering hardship, I might, of my own volition, lend her some article for her to lie on. But it is not customary to do this, because prisoners may be diseased.

Ques. 100:—What in your opinion is the essential difference in the treatment of a prisoner in a cell in a Police Station and a prisoner in a Penitentiary?

ANS.:—The prisoner in a Police Station has not been convicted of a crime, but is only being detained pending trial in a court. He is not placed under any discipline beyond that required in the interests of orderliness, decency and safety. The prisoner in a penitentiary has been convicted of a crime and is in the prison as a punishment. Such prisoner is kept under strict discipline.

Ques. 101:—What is the rule regarding the disposition of a woman prisoner arrested for a misdemeanor at night in Manhattan?

ANS.:—She is taken to the Night Court instead of the station house.

Ques. 102:—Is any distinction made in case she is in so intoxicated a condition as to be irresponsible?

ANS.:—Yes; in such case it would be useless to take her to court. She would be taken to the station house and locked up until sober.

Ques. 103:—When would you consider a prisoner to be so intoxicated as to be unfit to be taken to court?

ANS.:—When not in a condition to understand or answer questions or comprehend court proceedings.

Ques. 103½:—A young woman is placed in your care charged with having accosted a man on the street. She is nearly hysterical. She tells you that she had been drinking at a wedding and only spoke to the man in a spirit of fun. She says she is a banker's daughter, and gives you the name of one of the most prominent bankers in the city. She says she is engaged to be married and if her arrest becomes known her life will be ruined. She begs of you to release her, with the assurance that her father will see the Captain and make it all right. What would you do, and why?

ANS.:—I would do nothing. After an arrest has once been made and a charge preferred no Police Officer can discharge the prisoner. Only a court can do that. But I would advise her to telephone to her father and have him bail her out.

Ques. 104:—Owing to the prison being very crowded, you are obliged to place two women in one cell. On your next tour you find one of them lying on the floor groaning, with her skull bruised and bleeding. She accuses her cell-mate of having knocked her head against the wall of the cell during a quarrel. What would you do?

ANS.:—Send for an ambulance and then have the injured woman prefer a charge of felonious assault against her cell-mate whom she accuses.

Ques. 105:—What would you do in case the woman was unconscious and her cell-mate claimed that the victim had knocked her head against the wall in an attempt to commit suicide?

ANS.:—I would at once report the facts to the Commanding Officer.

Ques. 106:—What in your opinion would the Commanding Officer do?

ANS.:—He would question the suspect and have a charge of felonious assault preferred against her in addition to the charge on which she was originally arrested.

Ques. 107:—The Commanding Officer orders you to prefer a charge of felonious assault against the suspect, and you appear before the Magistrate and prefer the charge and testify as to the facts. What are you required to do upon your return from court to the station house?

ANS.:—Write out a report on the disposition of the case.

Ques. 108:—Write a report such as you would make in this case, assuming such names and facts as you please. Sign the report Jane Doe.

ANSWER:

New York, Feb. 21, 1914.

Commanding Officer,
..... Precinct.

Sir:

I have the honor to report the following:

At 10 o'clock this morning, I accompanied Patrolman John Smith, Shield No. 400, who had in custody Mary Brown, charged with having feloniously assaulted Jane Anderson while occupying the same cell with her in the prison under my charge on the night of February 20, 1914. She was arraigned before Magistrate Jones in the Yorkville Police Court. I preferred a charge of felonious assault. She was remanded without bail to the City Prison pending the results of the injuries to Jane Anderson, who is lying in Bellevue Hospital.

Very respectfully,

JANE DOE.

Ques. 109:—State whether you would permit a prisoner to do the following in her cell, and give reasons: (a) Retain a deck of cards she has and play solitaire; (b) smoke cigarettes; (c) indulge in dancing; (d) read a book; (e) sing popular songs; (f) retain a bottle of smelling salts and use it freely.

ANS.:—(a) To allow her to retain a deck of cards would be optional, as she could not gamble by herself, and there is no ob-

jection to innocent amusement. To play solitaire would be a harmless diversion.

(b) While it is objectionable for a woman to smoke cigarettes, men are allowed to smoke in their cells and in the absence of any rule to the contrary the Matron could allow a woman to smoke in her cell.

(c) Would certainly try to stop her dancing, but if the prisoner were hilarious due to intoxication, if I could not persuade her to stop I would have to let her alone.

(d) No objection to reading a book. It is desirable to have prisoners pass their time in such way.

(e) As singing is more or less of a disturbance I would try to persuade her to stop.

(f) No one uses smelling salts unless feeling the need of them, and there is no harm in their use.

QUES. & ANS. ON DUTIES.

Ques. 110:—State whether you would permit a prisoner to do the following: (a) send for 3 bottles of ginger ale and drink then in the cell; (b) retain a pocketbook containing money; (c) hang up a picture on the walls of the cell; (d) play a mouth-harp; (e) sleep on the floor instead of on the bench.

ANS.:—(a) No harm in drinking ginger-ale. She is entitled to send for them if she has the money to pay for them.

(b) Money and other valuables are retained by the Lieutenant at the desk at the time the prisoner is searched and not returned to prisoner until he leaves the prison, but upon request the Lieutenant would allow prisoner to send out to purchase an article for comfort or refreshment.

(c) Would not allow pictures to be hung up in cells. There is no printed rule against it in Police Department, but it is forbidden in the rules of all City prisons.

(d) Playing a mouth harp would be a disturbance. The mouth harp would be retained when prisoner was searched.

(e) No objection to sleeping on the floor if prisoner prefers it. The bench is not much better.

Ques. 111:—What cases are sent to the Night Court?

ANS.:—Generally speaking, all cases where a Magistrate has summary jurisdiction, and all cases of females charged with misdemeanors.

Ques. 112:—What would you do in case you found a prisoner unconscious in her cell from no known cause?

ANS.:—First send for an ambulance. Then examine the prisoner to ascertain cause, if possible, and make a written report on the circumstances.

Ques. 113:—Write a report on an imaginary case. Sign it Jane Doe.

ANSWER:

New York, March 7, 1914.

Commanding Officer,

— Precinct.

Sir:

This morning at 7 o'clock when I made

my rounds I found lying on the floor of her cell, unconscious, Mary Lewis, homeless, 34 years, white, U. S., single. There was no evidence of its being due to anything self-administered or otherwise. I sent for an ambulance at once, and she was taken to the Hudson Street Hospital at 7:15 A. M.

JANE DOE.

Ques. 114:—A prisoner in your charge tells you that she is a stranger and asks you to recommend a reliable lawyer. What would you do, and why?

ANS.:—I would refuse to do it, as it is against the rules of the Department for a member of the Police Force to recommend a lawyer to a prisoner.

Ques. 115:—During what hours are places where concerts are given required to be kept closed?

ANS.:—They are required to close at midnight and must not open again for public purposes before 5 A. M.

Ques. 116:—What is the law on the subject of theatrical performances in public licensed places on Sunday?

ANS.:—It is forbidden to give on Sunday in any place licensed by the Police Commissioner any theatrical performance, minstrelsy, dancing, entertainment, juggling, or other similar performance.

Ques. 117:—What is the law regarding sale of liquors in concert halls or other places of amusement licensed by the Police Commissioner?

ANS.:—It is unlawful to sell, give away, deliver or permit to be sold any intoxicating liquors in such places between midnight on Saturday and 5 A. M. on Monday.

Ques. 118:—What is the law regarding females acting as waitresses at performances in places licensed by the Police Commissioner?

ANS.:—It is unlawful to permit any female to furnish refreshments or wait on guests in any public place of amusement licensed by the Police Commissioner.

Ques. 119:—What is the law regarding female performers in places of amusement mixing with the audience?

ANS.:—It is unlawful for them to mix with the audience in a place of amusement licensed by the Police Commissioner.

Ques. 120:—What places do you understand to be included in the phrase, "public places of amusement licensed by the Police Commissioner"?

ANS.:—A public place of amusement is a place where performances or dancing or skating or other forms of amusement are indulged in, where it is done as a business for profit, and where the general public is admitted. It does not matter whether an admission fee is charged or whether the revenue is derived by the sale of drinks or other indirect method.

Ques. 121:—What is the duty of a peace officer who sees an act of cruelty performed to an animal, or whose attention is called to such act by a citizen?

ANS.:—It is his or her duty to arrest the offender and arraign him before the nearest Magistrate.

Ques. 122:—If you saw a person abandoning an animal to die, would you be required to take any notice of it?

ANS.:—Yes; it would be my duty to arrest him and charge him with cruelty to animals.

Ques. 123:—If you saw a pickpocket throw away a handbag and you picked it up, what disposition would you be required to make of it?

ANS.:—All property coming into the possession of members of the Police Force is required to be turned over to the Property Clerk at Police Headquarters. It would also be my duty to give to my Commanding Officer a written accurate description of each article, noting all marks by which it might be identified, such as the make and number of the works of a watch, etc.

Ques. 124:—What provision of law is there regarding selling candies on the street?

ANS.:—It is illegal to sell candies on the street unless they are kept covered to protect them from dust and dirt.

Ques. 125:—What is the duty of a Police Officer who finds a lost child or foundling on his post?

ANS.:—It is his duty to make inquiry in the neighborhood, and if he is unable to learn the parentage of such child he is to bring it to the station house and place it in charge of the Matron.

Ques. 126:—What is done after the child reaches the station house?

ANS.:—An accurate description is written of the child, its clothing, etc., and the circumstances under which it was found. It is then sent to some designated institution and there delivered to some person designated by the Commissioner of Charities to receive such children.

Ques. 127:—What is done in case a citizen finds a foundling and turns it over to a member of the Police Force?

ANS.:—Such citizen is required to accompany the officer to the station house and make affidavit as to the circumstances of discovering the foundling. The foundling is then sent to the New York Foundling Asylum.

Ques. 128:—Does the law prescribe any penalty for persons who obstruct officers of the Society for the Prevention of Cruelty to children in the performance of their duty?

ANS.:—Yes; it is a misdemeanor.

Ques. 129:—What is the duty of the Desk Lieutenant with regard to notifications in

case of lost children or foundlings brought to the station house?

ANS.:—It is his duty to promptly telephone a description of such child to Police Headquarters.

Ques. 130:—What is the object of that?

ANS.:—So that Headquarters will be in a position to answer inquiries from persons seeking lost children.

Ques. 131:—What records are kept of lost children at station houses?

ANS.:—Age, sex, color, clothing, etc.; the disposition in each case, and the nationality, residence, etc., of parents who claim them.

Ques. 132:—If a person comes to the station house and claims a lost child, what precautions are taken before surrendering the child?

ANS.:—A Police officer is sent to the residence claimed by such person. He inquires there to ascertain whether the child belongs to the person and satisfies himself that the person is entitled to claim the child.

Ques. 133:—What disposition is made of a child over two years of age?

ANS.:—If it is not claimed before 9 P. M., it is placed in charge of the Department of Charities.

Ques. 134:—What disposition is made of a child over two years of age?

ANS.:—If it is not claimed before 9 P. M., it is placed in charge of the Society for the Prevention of Cruelty to Children. A pedigree of the child is sent with it.

Ques. 135:—What is the duty of a member of the Police Force who sees a horse with sores driven?

ANS.:—Have the harness removed and examine the fitness of the animal. If it appears to be unfit, or exhausted or overworked, arrest the driver. Promptly telephone to the Society for the Prevention of Cruelty to Animals. Also telephone to the Chief Inspector or Borough Inspector so that he can send an officer to examine the animal and assist in the prosecution in the Magistrate's Court. The officer making the arrest should also apply to Magistrate for a summons on which to arrest the owner of the animal.

Ques. 136:—What is the difference between a subpoena and a warrant?

ANS.:—A subpoena is a written order of a court requiring a person to appear as a witness. A warrant is a written order of a court requiring a person to appear as a defendant.

Ques. 137:—What does the law require a person to do after serving a subpoena?

ANS.:—The person serving the subpoena must without delay make an affidavit stating the date, hour and place the service was made and deliver it to the court that issued the subpoena.

Ques. 138:—What are essential duties of a Peace Officer?

ANS.:—To preserve the peace, prevent and detect crime and make arrests for crimes.

Ques. 139:—While a prisoner in your charge is occupying a cell a large piece of plaster falls from the ceiling and strikes the prisoner on the head, rendering her unconscious. Why should it be important to make careful note of all the details?

ANS.:—Because the City would likely be made defendant in an action for damages.

Ques. 140:—What is a Public Dancing Academy?

ANS.:—A place where dancing is carried on and admission is charged, or where a charge is made for checking, or where liquors are sold, even if there is no admission fee or checking charge. This does not apply to hotels having over 50 bed rooms, nor to dance halls where people pay admission but do not dance.

Ques. 141:—What is the law regarding the sale of intoxicants in places where dancing is taught?

ANS.:—No intoxicating liquors shall be served in a public dance hall where dancing is taught.

Ques. 142:—Who licenses dancing academies?

ANS.:—The Mayor's Bureau of Licenses.

Ques. 143:—What is the penalty for disorderly or immoral acts in dancing academies?

ANS.:—Forfeiture of the license.

Ques. 144:—Under what conditions may a child under 16 years enter Moving Picture Shows?

ANS.:—They must be attended by a parent or guardian, or an adult relative or friend of a parent or guardian, with the consent of the parent or guardian.

Ques. 145:—What is the rule regarding conversation with prisoners while in their cells?

ANS.:—No member of the Police Force, except the Commissioner, a Deputy Commissioner or an Inspector, is allowed to converse with a female prisoner in her cell, and then only in the presence of the Matron.

Ques. 146:—At what age, according to law, is a child incapable of committing a crime?

ANS.:—According to law, a child under the age of 7 is incapable of committing a crime.

Ques. 147:—Is a child between the age of 7 and 12 capable of committing a crime, according to law?

ANS.:—A child between 7 and 12 may or may not be considered capable of committing a crime. It may be adjudged capable if it can be shown that the child was aware of the wrongfulness of the act.

Ques. 148:—What value, if any, has the testimony of a child under 12 years of age?

ANS.:—It may or may not have legal value, depending upon whether it can be shown that the child understands the meaning of testimony. No conviction may be obtained on the uncorroborated testimony of a child under 12, and the child cannot be placed under oath, but its testimony may be received and given such weight as it may appear to be entitled to.

Ques. 149:—In order for a dying statement to have value as evidence, what is necessary as regards the condition of the person making the statement?

ANS.:—Unless it made by a person who has no hope of recovery it has no value as evidence.

Ques. 150:—Suppose that a female in your charge is dying as the result of an assault; what questions would you consider it important to ask her in order to obtain evidence to serve the ends of justice?

ANS.:—First ask whether she believes she is about to die and whether she is willing to make a true statement. Then ask her name and address, and take down testimony as to the circumstances of receiving her injury. If possible, have her sign the statement. There should also be witnesses, if possible.

Ques. 151:—Suppose that in consideration of service rendered by you in securing a confession from a prisoner you were offered a reward; what is the rule governing such offers?

ANS.:—The rule is that no reward or gratuity may be accepted without permission of the Police Commissioner.

Ques. 152:—What would you do if you received an anonymous letter relating to police duty?

ANS.:—Turn it over to my Commanding Officer.

Ques. 153:—At what ages and up to what hour at night may children sell newspapers on the street?

ANS.:—No male under 10 and no female under 16 years may sell newspapers on the street, and not after 10 P. M.

Ques. 154:—Under what conditions may a male child between 10 and 14 years of age thus sell newspapers on the street?

ANS.:—He must hold a permit from the Board of Education or a District Superintendent. The permit bears names, date, place of birth, description of the child, signature of the child and a badge number that corresponds with the number written on the permit.

Ques. 155:—What charges would you prefer against a female arrested for the following, and state in each case whether the crime is a misdemeanor or a felony: (a) soliciting for immoral purposes; (b) disguising her sex; (c) neglect of her child; (d) shoplifting; (e) stealing \$20 worth of

silverware from a house where she is employed as a domestic; (f) stealing a diamond ring valued at \$49.99 from a house where she is employed as a domestic; (g) opening a window at night and entering a house and stealing a dress valued at \$49.99; (h) intoxicated on the street; (i) having a child which steals; (j) beating her child in a manner liable to injure its health; (k) leaving her baby on a door step; (l) allowing her 12-year-old girl to stay away from school?

ANS.:—(a) Disorderly conduct (misdemeanor). (b) Disorderly conduct. (c) Improper guardianship (misdemeanor). (d) If she stole less than \$50 worth, Petit Larceny (misdemeanor); if over \$50 worth, Grand Larceny (felony). (e) Petit Larceny. (f) Petit Larceny. (g) Burglary (felony). (h) Disorderly conduct. (i) Juvenile Delinquency (misdemeanor). (j) Cruelty to Children (misdemeanor). (k) Abandonment (felony). (l) Improper Guardianship (misdemeanor).

Ques. 156:—Suppose that you found it necessary to arrest a man or woman who resisted you and with whose strength you could not cope, what right, if any, would you have to compel private citizens to assist you in making the arrest?

ANS.:—No person may refuse to assist an officer in making an arrest, when called upon to do so, unless he is physically unable.

Ques. 157:—Is there any rule regarding a Police Officer giving out information regarding Police orders received at the station house?

ANS.:—It is against the rules to give out any such information unless under direction of the Commanding Officer or his superiors.

Ques. 158:—A daily newspaper publishes a sensational account of your having visited a fortune teller and obtained evidence against her in a very improper manner, reflecting seriously upon your character.. Is there any rule against your writing a letter of denial to the newspaper, or demanding a retraction? Would you be at liberty to bring an action for libel?

ANS.:—It is against the rule for Police Officers to give interviews for publication in newspapers or to write letters to newspapers without the sanction of the Commissioner. It is against the rules to bring an action, arising out of police duty, for damages without the approval of the Police Commissioner.

Ques. 159:—In writing a letter to the Police Commissioner, how is it required to be sent?

ANS.:—It is required to be addressed "To the Police Commissioner (Through Official Channels)" and is to be handed to your Commanding Officer to be forwarded. He sends it to the Inspector, and the Inspector forwards it to the Chief Inspector, who delivers it to the Police Commissioner.

Ques. 160:—Assuming such facts as you please, write a letter to the Police Commissioner requesting permission to bring an action for libel for defamation of character. Sign the letter Jane Doe.

ANSWER:

New York, June 19, 1914.

Police Commissioner,
(Through Official Channels.)

Sir:

I respectfully report that on May 9, 1914, the New York News published the enclosed account of my arrest of Angela Succi for fortune telling. These allegations, as were established in the Court of General Sessions by the testimony of witnesses and through the conviction of said Angela Succi, are false and highly defamatory of my character, and as they were given wide circulation have done me great injury.

I respectfully request permission to bring an action for \$50,000 damages against said newspaper for defamation of character.

Very respectfully,

JANE DOE.

Ques. 161:—You are detailed to the Detective Division and are sent to obtain evidence against a mental healer who offers to cure people of all diseases at \$2 per treatment. Assuming such facts as you please, write a report of how you proceeded to obtain evidence, together with the results, ending in arrest. Sign it Jane Doe.

ANSWER:

New York, June 26, 1914.

Deputy Commissioner in Charge of Detective Division,
Police Headquarters.

Sir:

I respectfully report as follows:

On June 2, 1914, under your orders, I called on James Cloak, a mental healer, with office in Room 420 Skyloft Building at 800 Ann street.

I informed him that I had a cancer of the stomach that was very painful and that although I had been doctoring for years and had had many physicians, none of them had helped me any, and my condition was growing worse daily.

I asked him if he could cure me and told him I did not want to spend any more money unless he could promise results.

He said that he had cured many such cases where physicians had failed and said that no medicines were necessary, as Christ would heal me. All that would be necessary would be that I should have faith, so the divine spirit could heal me. He said that he was living in Christ and that he would give me treatment at \$2 a visit, or if not convenient to call he could give me absent treatments, which were just as effective, as Christ could heal regardless of distance.

I paid him \$6 in advance for three absent treatments, for which he gave me a re-

ceipt, which I hold. He made no examination of me. On June 16 I called on him and reported that I felt no better. He said it was due to lack of faith and advised me to take three more treatments, assuring me that he could cure me if I would follow his directions.

I thereupon arrested him for practicing medicine without a license. He was arraigned before Magistrate Jones in the Jefferson Market Court on June 16, and held for trial in the Court of Special Sessions under \$500 bail.

Respectfully submitted,

JANE DOE.

Ques. 162:—Write a letter of about 150 words giving your opinion of the advisability of the City employing Policewomen. Do not sign any name or number to this letter.

ANSWER:

New York, July 3, 1914.

Municipal Civil Service Commission,
City of New York.

Gentlemen:

In my opinion it would be very desirable for the City to employ Policewomen. The number of women brought into the criminal courts is evidence of the need for Policewomen. It is more appropriate for women to deal with members of their own sex, and they could also do it more effectively because they understand them better than male officers can.

A Policewoman would do more to prevent crime than a male officer, who in most cases considers it his duty merely to make arrests after a crime has been committed. Policewomen could save many indiscreet young girls from going on the wrong path, and do timely preventive work with children.

A woman prisoner will more readily confide in a woman officer than in a male officer, and in this way a Policewoman could often serve to further the ends of justice.

Respectfully submitted,

Ques. 163:—With what crime would a prostitute arrested for soliciting on the street be charged?

ANS.:—Disorderly Conduct.

Ques. 164:—Is there any rule to be observed when a Matron changes her residence?

ANS.:—All members of the Police Force are required when changing residence to report, within 24 hours, their change of address to the Precinct station where attached and at the station house of the Precinct to which and from which they have moved.

Ques. 165:—What would you do if you found a lost child in the street while on your way to your home?

ANS.:—Take charge of the child and deliver it to the nearest Patrolman.

Ques. 166:—Name the Criminal Courts of New York City and state briefly what kind of cases are tried in each.

ANS.:—Magistrates' Court—For minor offenses, such as disorderly conduct.

Special Sessions Court—For misdemeanor cases of a more serious nature than the petty offenses tried in Magistrates' Courts.

General Sessions—For both misdemeanor and felony cases and also including crimes punishable by death.

Supreme Court—For any kind of crime.

Coroners' Courts—For hearing evidence in cases of persons who have met violent or unexplained deaths requiring investigation to determine whether a crime has been committed.

County Courts—For trying any kind of criminal case, except that some of them cannot try a case where the death penalty is involved.

Ques. 167:—How many classes of crime are there, and in how many different general ways is crime punishable?

ANS.:—All crimes are either felonies or misdemeanors. Crimes are punishable either by fine, imprisonment or death.

Ques. 168:—If you were told to serve a warrant calling for the arrest of Jane Doe, what would you do?

ANS.:—Obtain the fullest possible description of the person to be arrested, and if possible to have someone accompany me who could identify her.

Ques. 169:—When is a warrant made out in the name of Jane Doe?

ANS.:—When a crime has been committed by a person whose name is unknown.

Ques. 170:—As a Peace Officer, could you leave the limits of Greater New York in order to make an arrest? Could you pursue a prisoner to Yonkers? To Jersey City?

ANS.:—A Peace Officer has the power to make arrests in any county of the State. I could pursue a prisoner to Yonkers but not to Jersey City, because a New York State Peace Officer has no powers in another state.

Ques. 171:—What degree of force has a Matron the right to use in order to subdue a prisoner?

ANS.:—Every Peace Officer has the right to use any degree of force necessary to effect an arrest in the lawful performance of duty, but it is not allowable to use more force than necessary.

Ques. 172:—Under what circumstances is it justifiable to make an arrest at all times?

ANS.:—It is at all times justifiable to make an arrest on a warrant, or for a crime committed in the presence of the officer, or of a person suspected of having committed a felony, provided that a felony has in fact been committed even if it is not certain that the person about to be arrested committed it.

Ques. 173:—What charge would you prefer against a prisoner who attempted suicide in her cell?

ANS.:—I would charge her with Attempted Suicide and Felonious Assault.

DUTIES OF POLICE MATRONS.

Matrons receive female prisoners and children who are brought into the station house and are responsible for their care. They are Prison Keepers, except in so far as children and sick women are concerned.

In misdemeanor cases female prisoners are sent to the Night Court immediately upon arrest, in Manhattan. In felony cases they are locked up in the station house cells over night and are taken to the nearest Magistrate's Court the next morning.

There is no Night Court in the other boroughs, and in Brooklyn, Queens and Richmond all prisoners are locked up in the cells overnight. Bronx prisoners are taken to the Night Court in Manhattan.

Matrons are subject to the same rules as Patrolmen. The commander of the precinct is their commanding officer. Most of their dealings, however, are with the Desk Lieutenant.

If they need the assistance of a Patrolman to subdue a prisoner, they ask the Desk Lieutenant. If they need to send for an ambulance they report it to the Desk Lieutenant, and if in his judgment an ambulance is necessary, he sends for one. He is their superior officer. Matrons have no duties in connection with Sergeants; only with the Desk Lieutenant or Captain.

Matrons have a room of their own, which they must take care of, but they have no other cleaning duties. The Doormen clean the cells, etc. They do not make the beds of the Policemen. The beds are made by a woman employed by the Policemen.

The first thing a Matron must do is to search the prisoner thoroughly. No bottle or medicine of any kind must remain in the possession of the prisoner, as a preventive to suicide. No pen-knife, scissors, hatpin, or other article with which bodily damage could be inflicted. Money and other valuables, papers, etc., are left at the desk with the Lieutenant. A careful list must be made, including every article taken away.

The only furniture in the cells is a board, just wide enough to sleep on. No bedding is provided, nor even a pillow; but the cells are steam-heated. In most station houses there is a toilet in the cell, but not running water or wash-basin.

Prisoners are allowed to read in their cells or do anything they please for their own recreation. They may eat all they please, but no food is provided. If they have money they can ask the Matron to send out for something to eat, which the Matron will do. They can also send for a pillow or any article of comfort. Sometimes Matrons lend their own pillow to a prisoner in a weak condition, but not often. If she chooses, the Matron can lend the prisoner a blanket, a book, or other such article.

Whether or not to allow a female prisoner to smoke cigarettes is a matter of option with the Matron. There is no rule against it. Men are allowed to smoke in their cells.

Under no circumstances is liquor allowed.

Prisoners in a station house cell have not yet been convicted of a crime; therefore, the only punishment they are under is confinement pending arraignment before a Magistrate. But during that confinement they are allowed nothing that might enable them to injure themselves or others. If a loaded revolver be found on a prisoner, the Matron must prefer a charge for it. If a prisoner attempts suicide, a charge must be preferred.

There is a strict rule against a Patrolman searching a woman prisoner, but if a Matron could not compel a woman to allow her to disrobe her for search, she would certainly ask the Desk Lieutenant for a Patrolman to assist her. It would be up to the Lieutenant to grant it or refuse.

Matrons take charge of boys up to 16 years of age.

The "pedigree" of prisoners is not taken by the Matron, but by the Desk Lieutenant, and after taking the pedigree the prisoner is turned over to the Matron to be searched and locked up. But in special cases, as lost children or a hysterical woman, the Lieutenant asks the Matron to take the pedigree.

If Matrons furnish prisoners or children with tea, coffee, bandages, smelling salts, etc., it is at their own expense. The Police Department furnishes no supplies, although formerly bandages were provided.

RULES FOR MATRONS.

RULE 47.

1. While on duty Matrons shall be constantly at the Station House and ready at all times to perform any and all service within their province as Police Matrons. Matrons shall at all times when on duty be subject to the orders of the Officer in command of the Station House.

2. A separate room will be provided for the special use and accommodation of the Police Matrons. Members of the Police Force are prohibited from visiting or talking with Matrons during their tours of duty. Matrons shall not be allowed to receive visitors while in the Station House except in the main office, and then only by permission of the officer in command. Matrons shall be responsible for the good order and cleanliness of their own rooms and the prison for females, except as indicated below.

3. The officers in command at Station Houses shall cause women held under arrest to be kept separate and apart from the cells, corridors and apartments of males under arrest and shall prevent any communication between men and women therein confined except with the consent of the officer in command.

4. When a woman prisoner is brought to the Station House the officer in command shall at once call the Matron to make the necessary searches and perform such other service in connection with the arrest as may be required. When a woman prisoner is held, she shall be conducted to a cell by or in the presence of the Matron, and remain in her charge while so confined.

5. Not more than one female prisoner shall be confined in one cell when circumstances so permit.

6. The locks upon the doors of the corridors and cells of the female prisoners shall differ in size and pattern from all other locks used at the Station. Their good condition and security shall be reported on daily by the Matron to the Commanding Officer of the Precinct.

7. The Matron on duty shall visit the cells occupied by women prisoners at least once in each thirty minutes, except during the lunch hour, and oftener if the condition of the prisoner or prisoners shall require it, and she shall be responsible for the safe keeping of all such women prisoners, subject to the direction of the Officer in command, and at the expiration of her tour of duty shall enter in a book kept for that pur-

pose, in her own handwriting, a report showing the time of each visit, the condition and requests of the prisoners, such entry to be inspected and certified to by the Lieutenants on desk duty at the expiration of their tours of desk duty.

8. The Matron on duty shall report at the beginning of each tour to the Officer in command as to the cleanliness and good order of the cells under her charge.

9. Once every morning, after prisoners have been taken to Court, Doormen will wash out the female prison thoroughly. Otherwise the Matron will keep the prison and her own room clean and be responsible therefor.

10. Any sick, injured or helpless woman prisoner who may be conveyed to the Station House shall be taken to a room other than the public sitting-room and there be treated and cared for only by a Surgeon and the Matron on duty, except in cases when the interest of humanity or justice shall require the attendance of others.

11. When, in the opinion of the Matron on duty, any woman prisoner is ill, or insane, she shall at once notify the Officer in command and he shall summon a physician.

12. The Matron on duty shall have charge of all women and girls received in the Station House as prisoners, or otherwise, and also of lost children.

13. When the examination of the person or clothing of a woman prisoner, or other female in the temporary charge of the Police, shall be deemed necessary, such examination shall be made only by the Matron on duty, under direction of the Officer in command, and with the least possible publicity.

14. The Matrons shall keep a written record of all women and children under their charge.

15. Matrons, when detained from duty by illness, shall notify the Officer in command of their Precinct and he shall immediately apply for a substitute.

16. Tours of duty for Matrons are from 8 A. M. to 6 P. M., and from 6 P. M., to 8 A. M., changing weekly by one Matron remaining on duty from 8 A. M. Sunday to 8 A. M. Monday.

17. No Matron shall remain on night duty more than two weeks consecutively.

18. Matrons will be allowed one hour for dinner, daily; and on Sunday one hour for dinner and one hour for supper.

19. Matrons will be allowed one day off duty each month.

SPECIAL PATROLMEN.

RULE 55.

1. Special Patrolmen are under supervision of a Deputy Police Commissioner and direct control of the Chief Inspector.

2. No person is eligible to appointment as special patrolman unless he has been a resident of New York State for one year next preceding his appointment.

3. No appointment of a special patrolman will be made for a longer period than one year; but appointment is renewable on application.

4. Each special patrolman appointed by the Police Commissioner possesses the powers of a patrolman in the Police Force, so far as the duty and right to arrest is concerned (Charter, Section 308). He shall co-operate with and aid the Police Force in its efforts to detect crime and in the arrest of criminals.

5. Each special patrolman is required to take the following oath:

"I do swear that I am a citizen of the United States and will support the Constitution of the United States and the Constitution of the State of New York, and well and faithfully discharge the duties of special patrolman of The City of New York."

6. As badge of authority, each special patrolman will be provided with the authorized shield and cap device, which will be issued by the Chief Clerk of the Police Department on deposit of \$10.00 when the candidate is duly appointed and sworn by said Chief Clerk. These shields and cap device shall be numbered and recorded.

7. The deposit will be returned upon surrender of a receipt therefor and of shield and cap device, when the appointee ceases to be a special patrolman.

8. Special patrolmen shall promptly notify the Police Commissioner of any change of residence.

9. Persons arrested by a special patrolman shall be immediately taken by him to the station house of the Precinct in which the arrest is made and an entry there made in the same manner as in all cases of arrest. Special mention shall be made of the place where the officer making the arrest is performing duty and for whom appointed.

10. Every special patrolman shall report at the station house of the Precinct in which he is doing duty, between the first and tenth day of each month, and shall at the same time file at the station house, on blanks provided for that purpose, a statement from his employer certifying that he is still in the employ of the person or corporation for whom he was appointed, that he has been paid his salary in advance for the current month, and also showing the place at which he did duty during the preceding month; except a special patrolman employed by a corporation to perform duty in various parts of the City (such as the Interborough

Rapid Transit Company, the Holmes Electric Protective Company, etc.), who shall report between the first and tenth day of each month at Police Headquarters and file a certificate from his employer stating that he is still in his employ and has been paid his salary in advance for the current month.

11. Special patrolmen shall be in uniform when reporting as above required, or show written authority from the Police Commissioner for not being in uniform.

12. In all cases wherein a special patrolman has been discharged or removed, he shall return his shield to the Chief Clerk of the Police Department, who shall report thereon to the Police Commissioner.

13. Every special patrolman, unless specially excused by the Police Commissioner or a Deputy, will be **REQUIRED TO WEAR WHILE ON DUTY A UNIFORM** prescribed by the Department.

14. No special patrolman will be permitted to perform duty for any person or corporation other than the one for whom he was appointed, nor at any place except the place designated in the application for his appointment, except by special permission in writing from the Police Commissioner.

15. Uniforms to be worn by special patrolmen shall be as follows, except for the L. I. R. R. and the Interborough R. R.:

16. For **WINTER** a double-breasted sack coat of standard gray cloth, all wool, and with short turn-over collar, to button up close to the chin and reach to a point midway between hip and knee, with five buttons of white metal, bearing the words, "Special Patrolman" in sunken letters, for each breast; no pockets to show on the outside.

17. **OVERCOAT**, double-breasted sack, to be of same color, heavier weight, rolling collar, coat to extend three inches below the bend of the knee and to button with six buttons of the style described above on each side; no pockets to show on the outside. Winter trousers shall be of the same material.

18. For **SUMMER**, gray flannel sack coat, single-breasted, of same shade, rolling collar, five buttons of the style described above. Summer trousers of the same material.

19. **CAP** of the same shade and material as the rest of the uniform, bell top, three and three-quarter inches high all around, with straight visor of patent leather, and patent leather band, held at each end by small white metal buttons of the style described above; in front of the cap the officer's number and the words "Special Patrolman" in white metal, the device to be in accordance with pattern at Police Headquarters.

20. **HELMET** of pearl gray felt, height of crown, five and one-half inches, width of brim, two and one-quarter inches, front and

rear, and tapering to one and one-quarter inches on each side, light drab colored enameled leather band, five-sixteenths of an inch in width, edge of brim bound with same kind of leather five-sixteenths of an

inch in depth, as per sample at Police Headquarters.

21. Non-compliance with any of the provisions of these rules will make the offender liable to a revocation of his appointment.

TRAFFIC REGULATIONS.

RULES FOR DRIVING AND THE REGULATION OF STREET TRAFFIC.

Article I. Importance of Keeping to the Right, Passing, Turning, Crossing and Stopping.

Sec. 1. A vehicle, except when passing a vehicle ahead, shall keep as near the right-hand curb as possible.

Sec. 2. A vehicle meeting another shall pass on the right.

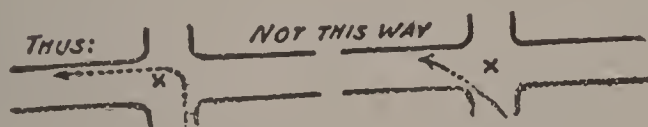
Sec. 3. A vehicle overtaking another shall pass on the left side of the overtaken vehicle and not pull over to the right until entirely clear of it.

Sec. 4. On an avenue or street, divided by a parkway, walk, sunkenway or viaduct, vehicles shall keep to the right of such division.

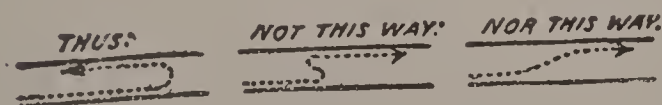
Sec. 5. A vehicle turning into another street to the right shall turn the corner as near the right-hand curb as practicable.



Sec. 6. A vehicle turning into another street to the left shall turn around the centre of the intersection of the two streets.



Sec. 7. A vehicle crossing from one side of the street to the other shall do so



Sec. 8. No vehicle shall stop with its left side to the curb except on established cab, hack and truck stands. (See Sec. 5 of Art. III.)

Sec. 9. No vehicle, unless in an emergency or to allow another vehicle or pedestrian to cross its path, shall stop in any public street or highway, except near the right-hand curb thereof and so as not to obstruct a crossing.

Sec. 10. No vehicle shall back to make a turn in any street, if by so doing it interferes with other vehicles, but shall go around the block or to a street sufficiently wide to turn in without backing.

Article II. Signals.

Sec. 1. In slowing up or stopping, a signal shall be given to those behind by raising the whip or hand vertically.

Sec. 2. In turning, while in motion, or in starting to turn from a standstill, a signal shall be given by raising the whip or hand, indicating with it the direction in which the turn is to be made.

Sec. 3. Before backing ample warning shall be given, and while backing unceasing vigilance must be exercised not to injure those behind.

Sec. 4. One blast of police whistle indicates that north and south traffic shall stop and that east and west traffic may proceed. Two blasts that east and west traffic must stop and that north and south traffic may proceed. Vehicles must stop so as not to interfere with the passage of pedestrians at the crossings. Three or more blasts is a signal of alarm and indicates the approach of a fire engine or some other danger.

Sec. 5. No vehicle shall be used on any street or highway unless provided with lights and sound signals as prescribed by law.

Article III. Right of Way.

Sec. 1. Police, Fire Department, Fire Patrol, Traffic Emergency Repair, U. S. Mail vehicles and Ambulances shall have the right of way in any street and through any procession.

Sec. 2. Subject to Sec. 1 of this article, everything being equal, all vehicles and street cars going in a northerly or southerly direction shall have the right of way over all vehicles and street cars going in an easterly or westerly direction.

Sec. 3. Subject to Sec. 1 of this article, street cars shall have the right of way between cross streets, over all other vehicles; and the driver of any vehicle, proceeding upon the track in front of a street car, shall immediately turn out upon signal by the motorman or driver of the car.

Sec. 4. No vehicle or street car shall so occupy any street as to interfere with or interrupt the passage of other street cars or vehicles.

Sec. 5. No vehicle shall be driven, during crowded traffic hours, on any crosstown street, where there are car tracks, except for such distance as may be reasonably necessary to reach the building to which it is going.

Sec. 6. A vehicle waiting at the curb shall promptly give place to a vehicle about to take on or to let off passengers.

Sec. 7. The driver of a vehicle, on the approach of a fire engine or any other fire apparatus, shall immediately draw up said vehicle as near as practicable to the right-hand curb and parallel thereto and bring it to a standstill.

Sec. 8. The driver of a street car shall immediately stop said car and keep it stationary upon the approach of a fire engine or other fire apparatus.

Article IV. Speed.

Sec. 1. No vehicle shall proceed at any time at a greater speed than the law allows and is safe and proper under the conditions then obtaining.

Sec. 2. No vehicle shall cross any street or avenue running north and south or make any turn at a speed rate exceeding one-half its legal speed limit.

Article V. Overtaking Street Cars.

A driver of a vehicle overtaking a street car shall exercise due caution not to interfere with or injure passengers getting on or off said car.

Article VI. Control of Horses Standing.

Sec. 1. No horse shall be left unattended in any street or highway unless securely fastened or unless the wheels of the vehicle to which he is harnessed are securely tied, fastened or chained, and the vehicle is of sufficient weight to prevent its being dragged at a dangerous speed with wheels so secured.

Sec. 2. No horse shall be unbitted in any street or highway unless secured by a halter.

Sec. 3. No one, in any street or highway, shall remove a wheel, pole, shaft, whiffletree, splinter-bar or any other part of a vehicle or any part of a harness, likely to cause accident if the horse or horses start, without first unhitching the horse or horses attached to said vehicle.

Article VII. Vehicles.

Sec. 1. No one, in any street or highway, shall drive a vehicle that is so covered in or constructed as to prevent the driver thereof from having a sufficient view of the traffic following and at the sides of such vehicle.

Sec. 2. No one shall drive or conduct any vehicle in such condition, so constructed, or so loaded as to be likely to cause accident or injury to man, beast or property.

Sec. 3. No one shall so load a vehicle with iron or other material that may strike together without properly "deadening" it so that it shall cause no unnecessary noise.

Sec. 4. No one shall drive a public, numbered, licensed or business vehicle who is less than sixteen years of age.

Sec. 5. No one shall ride upon the rear end of any vehicle without the consent of the driver, and when so riding no part of the person's body shall protrude beyond the limits of the vehicle.

Article VIII. Condition and Treatment of Horses.

Sec. 1. No one shall ride or drive a horse not in every respect fit for use and capable for the work upon which it is employed and free from lameness or sores calculated to cause pain, or any vice or disease likely to cause accident or injury to person or property.

Sec. 2. No one shall ill-treat, over-load, over-drive, over-ride or cruelly or unnecessarily beat any horse.

Sec. 3. No one shall crack or so use a whip as to annoy, interfere with or endanger any person or excite any horse other than that which he is using.

Article IX. The Respective Rights and Duties of Drivers and Pedestrians on the Roadbeds of Highways and Streets.

The roadbeds of highways and streets are primarily intended for vehicles, but pedestrians have the right to cross them in safety, and drivers of vehicles must exercise all possible care not to injure pedestrians. Pedestrians should, on their part, never step from the sidewalk to the roadbed without first looking to see what is approaching, and should not, needlessly, interfere with the passage of vehicles.

By crossing as nearly as possible at right angles, preferably at the regular crossings, pedestrians will greatly add to their own safety, facilitate the movement of traffic, and make it much less difficult for the horses, which often have to be reined in suddenly and painfully to avoid careless and unthinking pedestrians. Nothing in the foregoing should excuse drivers from constant vigilance to avoid injury to pedestrians under all conditions.

Article X. Definitions.

Sec. 1. The word vehicle includes equestrians, led horses and everything on wheels or runners, except street cars and baby carriages.

Sec. 2. The word horse includes all domestic animals.

Sec. 3. The word driver includes the rider and driver of a horse, the rider of wheels and the operator of a motor vehicle or street car.

Article XI. Obedience.

Sec. 1. Drivers must at all times comply with any direction by voice or hand, of any member of the Police Force, as to stopping, starting, approaching or departing from any place; the manner of taking up or setting down passengers or loading or unloading goods in any place.

Sec. 2. Ignorance of these rules shall furnish no excuse for disregarding them.

For further particulars see City Ordinances, Charter of the Greater City of New York, Penal Code and Sanitary Code.

All drivers of vehicles are required to comply with these rules in order to facilitate traffic; prevent blockades, avoid accidents and loss of life, and diminish the loss of time and money due to the lack of observance of rules for the regulation of street traffic.

The Police Force will strictly enforce the foregoing rules.

Complaints against drivers of cabs and other numbered vehicles should be made at the nearest Police Station for record at the Bureau of Street Traffic.

SCHOOL OF THE SOLDIER.

The Officers in charge of the School of Instruction, or His Assistant, Shall Instruct Newly Appointed Patrolmen in the Following Exercises:

POSITION OF A SOLDIER.

Heels on the same line, and as near each other as the conformation of the men permits.

Feet turned out equally and forming with each other an angle of about sixty degrees.

Knees straight without stiffness.

Body erect on the hips, inclined a little forward; shoulders square and falling equally.

Arms and hands hanging naturally, back of the hands outward; little fingers opposite the seams of the trousers; elbows near the body.

Head erect and square to the front; chin slightly drawn in, without constraint; eyes straight to the front.

There are two kinds of commands.

The preparatory command, such as Forward, indicates the movement that is to be executed.

The command of execution, such as March, or Halt, causes the execution.

The preparatory command should be given at such an interval of time before the command of execution as to admit of being properly understood; the command of execution should be given at the instant the movement is to commence.

The tone of command is animated, distinct, and of a loudness proportioned to the number of men under instruction.

Each preparatory command is enunciated distinctly and pronounced in an ascending tone of voice, but always in such manner that the command of execution may be more energetic and elevated.

The command of execution is firm in tone and brief.

When giving commands it is usually best to face the persons so commanded.

Indifference in giving commands must be avoided, as it leads to laxity in execution. Commands should be given with spirit at all time.

To revoke a preparatory command, or being at a halt, to begin anew a movement improperly begun, the instructor commands: As You Were, at which the movement ceases and the former position is resumed.

THE RESTS.

Being at a halt, the commands are: Fall Out; Rest; At Ease; and 1, Parade; 2, Rest.

At the command Fall Out, the men leave the ranks, but remain in the immediate vicinity. They resume their former places, at attention, at the command of Fall In.

At the command of Rest, each man keeps one foot in place, but is not required to preserve silence or immobility.

1. Parade. 2. Rest. Carry the right foot six inches straight to the rear, left knee slightly bent; clasp the hands, without constraint, in front of the centre of the body, fingers joined, left hand uppermost, left thumb clasped by thumb and forefinger of right hand; preserve silence and steadiness of position.

To resume the attention: 1. Squad. 2. Attention.

The men take the position of the soldier and fix their attention.

TO DISMISS THE SQUAD.

Being in line at a halt: Dismissed.

EYES RIGHT OR LEFT.

1. Eyes. 2. Right (Left). 3. Front.

At the command Right, turn the head to the right so as to bring the left eye in a line about two inches to the right of the centre of the body, eyes fixed on the line of the men in, or supposed to be, in the same rank.

At the command Front, turn the head and eyes to the front.

FACINGS.

To the flank: 1. Right (Left). 2. Face.

Raise slightly the left heel and right toe, face to the right, turning on the right heel,

assisted by a slight pressure on the ball of the left foot; place the left foot by the side of the right. Left face is executed on the left heel.

"To face in marching" and advance, turn on the ball of either foot and step off with the other foot in the new line of direction; to face in marching without gaining ground in the new direction, turning on the ball of either foot and mark time.

To the rear: 1. About. 2. Face.

Raise slightly the left heel and right toe, face to the rear, turning to the right on the right heel and the ball of the left foot; replace the left foot by the side of the right.

Officers execute the about face as follows:

At the command About, carry the toe of the right foot about eight inches to the rear and three inches to the left of the left heel without changing the position of the left foot.

At the command Face, face to the rear, turning to the right on the left heel and right toe; replace the right heel by the side of the left.

SALUTE WITH HAND.

1. Right (Left) Hand. 2. Salute.

Raise the right hand smartly till the tip of the forefinger touches the lower part of the head dress (if uncovered, the forehead) above the right eye, thumb and fingers extended and joined, palm to the left, forearm inclined at about forty-five degrees, hand and wrist straight. (2) Drop the arm smartly by the side.

The salute for officers is the same; the left hand is used only when the right is engaged. Officers and men, when saluting, look toward the person saluted.

Patrolmen salute with the hand farthest from the officer, giving the salute six paces before passing the officer, and holding the hand at the visor until the salute is acknowledged or the officer passed.

When an officer of the Department, or other official of the government enters the room where there are Patrolmen, the word "Attention" is given by some one who precedes him, when all arise and remain standing in the "position of a soldier" until the officer leaves the room.

STEPS AND MARCHINGS.

Quick Time.

The length of the full step in quick time is thirty inches, measured from heel to heel, and the cadence is at the rate of one hundred and twenty steps per minute.

To march in quick time: 1. Forward. 2. March.

At the command Forward, throw the weight of the body upon the right leg, left knee straight.

At the command March, move the left foot smartly, but without jerk, straight forward thirty inches from the right, measuring from heel to heel, sole near the ground; straighten and turn the knee slightly out; at the same time throw the weight of the body forward and plant the foot without

shock, weight of body resting upon it; next, in like manner, advance the right foot and plant it as above; continue the march.

The cadence is at first given slowly, and gradually increased to that of quick time.

The arms hang naturally, the hands moving about six inches to the front and three inches to the rear of the seam of the trousers.

The Instructor, when necessary, indicates the cadence of the step by calling one, two, three, four, or, left, right, the instant the left and right foot, respectively, should be planted.

Double Time.

The length of full step in double time is thirty-six inches; the cadence is at the rate of one hundred and eighty steps per minute.

To march in double time: 1. Forward, 2. Double Time. 3. March.

At the command of Forward, throw the weight of the body on the right leg. At the command March, raise the hands until the forearms are horizontal, fingers closed, nails toward the body, elbows to the rear; carry forward the left foot, knee slightly bent and somewhat raised, and plant the foot thirty-six inches from the right; then execute the same motion with the right foot; continue this alternate movement of the feet, throwing the weight of the body forward and allowing a natural swinging motion to the arms.

If marching in quick time, the command Forward is omitted. At the command March, given as either foot strikes the ground, take one step in quick, and then step off in double time.

To resume the quick time. 1. Quick Time. 2. March.

At the command March, given as either foot strikes the ground, advance and plant the other foot in double time, resume the quick time, dropping the hands by the side. When marching in double time and in running, the men breathe as much as possible through the nose, keeping the mouth closed.

To arrest the march in quick or double time: 1. Squad. 2. Halt.

At the command Halt, given as either foot strikes the ground, advance and plant the other foot; place the foot in rear by the side of the other. If in double time drop the hands by the sides.

The halt, while marking time, and marching at the half step, side step, and back step, is executed by the same commands.

To Mark Time.

Being in the march: 1. Mark Time. 2. March.

At the command March, given as either foot strikes the ground, advance and plant the other foot; bring up the foot in the rear, and continue the cadence by alternately raising and planting each foot on line with the other. The feet are raised about four inches from the ground and planted with the same energy as when advancing.

Half Step.

Being in the march: 1. Half Step. 2. March.

At the command March, given as either foot strikes the ground, take steps of fifteen inches.

To resume the full step: 1. Full Step. 2. March.

The length of the half step in double time is eighteen inches.

Side Step.

Being at a half: 1. Right (Left) Step. 2. March.

Carry and plant the right foot ten inches to the right; bring the left foot beside it and continue the movement in cadence of quick time.

The side step is used for small intervals only, and is not executed in double time.

Back Step.

Being at a halt: 1. Backward. 2. March.

At the command March, step back with the left foot fifteen inches straight in the rear, then with the right, and so on with the feet alternating.

At the command of Halt, bring back the foot in front to the side of the one in rear.

The back step is used for short distances only, and is not executed in double time.

To March by the Flank.

Being in march: 1. By the Right (Left) Flank. 2. March.

At the command March, given as the right foot strikes the ground, advance and plant the left foot; then, turning the right in marching and step off in the new direction with the right foot.

To March to the Rear.

Being in march: 1. To the Rear. 2. March.

At the command March, given as the right foot strikes the ground, advance and plant the left foot, then turning on the balls of both feet, face to the right about and immediately step off with the left foot.

If marching in double time, turn to the right about, taking four steps in place, keeping the cadence, and then step off with the left foot.

Change Step.

Being in march: 1. Change Step. 2. March.

At the command March, given as the right foot strikes the ground, advance and plant the left foot; plant the toe of the right foot near the heel of the left and step off with the left foot.

The change on the right foot is similarly executed, the command March being given as the left foot strikes the ground.

BATON EXERCISE.

1. Draw. 2. Baton. At the command Draw, grasp the socket with the left hand and bring it forward, seize the grip of the baton with the right hand, and draw it about six inches out of the socket, the shoulders square, the face straight to the front. At the command Baton, draw the baton quickly, raising the arm to full extent, at an angle of about 45 degrees. The baton in straight line with the arm and make a slight pause; and drop the left hand by the side, at the same time drop the right hand to the side and bring the baton in a vertical position, the arm extended without constraint, the thumb and forefinger embracing the gripe.

Present! Baton!

1. Present! 2. Baton! At the command Baton, carry the baton to the front, the shoulder of the gripe as high as the chin and six inches in front of the neck, the back of the hand to the front, the thumb extended along the gripe, the point of the baton inclined slightly to the front, all the fingers grasping the gripe.

Carry! Baton!

1. Carry. 2. Baton. Resume the position to carry baton.

Return! Baton!

1. Return. 2. Baton. At the command Return, carry the right hand opposite to and six inches from the left shoulder, the baton vertical, at the same time grasp the socket with the left hand, bringing it a little forward. At the command Baton, lower the baton along the left arm, turning the head slightly to the left, fixing the eyes on the socket, return the baton, drop the hands to the side and resume the position of a soldier.

FIRST AID TO THE INJURED.

MEDICAL INSTRUCTIONS.

Prepared by Dr. F. Henrotin, Surgeon of Police and Fire Departments of Chicago, for Officers in charge of Patrol and Ambulance Wagons, Revised and Adapted to the Use of the Members of the Police Force of the City of New York, by J. D. Sullivan, M. D., Police Surgeon.

WOUNDS AND HEMORRHAGE.—You should always be prepared to act promptly in an emergency and take proper care of any wound that endangers the safety of the patient until a surgeon arrives. Your first efforts should be to stop the bleeding and keep the wound **clean**; any hemorrhage that is controllable by a surgeon may be checked by you until his arrival. In every case expose the wound. Fatal hemorrhage may take place unperceived beneath the clothing. If from a surface wound of large extent, bring the edges of the wound together and **hold** them there with your fingers until some dressing can be applied. If you are obliged to wait very long for the arrival of medical aid, have a compress made by folding a piece of clean linen or muslin or any clean soft material, and place it **OVER** the wound and bind it on with a bandage. If this does not succeed, place one or more clean fingers **INTO** the wound at the bleeding point and exert sufficient pressure to stop the hemorrhage and continue the pressure either with your fingers or with a small clean compress under them until you are relieved. For example, if you see a man bleeding from a wound in his neck or throat, while you cannot place a tight bandage around his neck, you can sometimes save his life by pressure on the bleeding vessels with your fingers or a compress either in the wound or on both sides of it, until a surgeon arrives. When a limb is deeply cut, and the blood is pouring out at an alarming and apparently uncontrollable rate, waste no time, but grasp the limb **above** the wound with one or both hands so as to encircle it with your fingers and squeeze it sufficiently tight to arrest the flow. As soon as possible procure a bandage or strap of some kind and wrap it around the limb, **above** the **wound**, sufficiently tight to stop the bleeding, and keep up this pressure until medical assistance arrives. Remember that direct pressure, even moderately applied, upon the bleeding vessels, will control hemorrhage, and you can continue it as long as may be required.

The second danger to life from ordinary wound is the liability to blood poisoning in consequence of something unclean or impure having touched the wound. Therefore you should exert every precaution to keep the wound as clean as possible. If the bleeding be checked and the wound covered and bound with some clean material, it will

be safe until a surgeon arrives. The fresh blood is a good protection to the wound, so do not attempt to wash it away.

SHOCK AND COLLAPSE.—Loss of blood, great pain, violent blows or falls, great injuries of any kind, heart disease and various other affections, poisons of various kinds, sunstroke, and even mental emotions, will sometimes produce a suspension or failure of vital action that is easily recognizable, that you will frequently meet with, and that is called by physicians Shock Collapse, or Syncope. It is the condition generally known as "Faint." It sometimes resembles death. The patient lies unusually perfectly quiet in whatever position he may have been placed. He may be conscious, but hardly able to speak or only executing slight movements with difficulty. The face is white, the skin is cold, and drops of sweat are on the brow, while the fingernails are blue and livid. The eyes have lost their lustre, the sensibility to pain is lost, and the respiration is of a sighing, irregular character.

When called to a patient, no matter the cause, presenting the lowered condition of vitality just described, all there is for you to do until a physician arrives is as follows: Loosen all the clothing about the neck, chest and abdomen, and place the body with the head as low as possible. Be sure, above all, to maintain the natural heat of the body, rub the extremities and wrap in warm blankets, administer, if the patient can swallow, one to two teaspoonfuls of brandy and ammonia mixture, to which you must add a little water, every five minutes, or some warm drink, until a physician arrives, or until you find warmth return to the patient's body and a slight color to his face.

Remember, **head low, body warm**, and stimulants. Men have undoubtedly died from having been kept sitting or upright while in a faint.

WOUNDS OF THE CHEST.

It is always proper to remember that a person who is shot or stabbed in the chest may die from internal bleeding in the cavity of the chest, aggravated by rough handling of the body, immediately after the injury is received. Therefore always exercise the greatest care in carrying such patients about. They should in every possible case be carried on the stretcher by men keeping even step, to avoid jolting, and never if it can be helped taken in the wagon. Always, if cold and faint, give the stimulant as directed for shock.

BROKEN LIMBS.

Handle your patient, of course, with greatest care; remember when you carry

him that moderate traction in the direction of the limb will insure the greatest ease and safety to your patient.

TO RESTORE THE DROWNED.

You will pursue the following course: If you reach the place and recover the body within a reasonable time, say within fifteen minutes since it began to sink, for a body will live very long under water before life is extinct, immediately set about bringing the patient to, without waiting for a doctor, or bringing the patient to the station, lest he should die on the way. You will hold the body up head and face down, for a few seconds, or lay him across a barrel, or a bundle of clothing, so that the point of resistance is at the pit of the stomach, when by pressing upon the back for a few seconds you will be able to empty his stomach of much of the water it contains; then laying him upon the back, with a small amount of clothing under his head and shoulders, you will imitate natural respiration as follows, making sure that the neck and chest are not obstructed by clothing.

ARTIFICIAL RESPIRATION.

Kneeling at the patient's head, grasp the arms at the elbows, carry them first outwards, then upwards, till the hands are brought together above the head; keep them there for two seconds, and then bring them slowly to the sides of the chest, pressing moderately against them for a few seconds; repeat this about fifteen times a minute, until patient makes effort himself or you are relieved by a medical man. While you are doing this you should have an assistant draw the tongue out of the mouth with a dry linen cloth and hold it drawn out and down. The foregoing method of employing artificial respiration can be employed, should occasion present itself, in cases of asphyxia, suffocation from deleterious gases, or from hanging, and in certain cases of poisoning, when the respiration stops while you are present.

POISONING.

When you are called in within an hour or thereabouts of the taking of the poison, and when no emetic has already been given, no matter what the poison may be, always mix, for a grown person, a teaspoonful of ground mustard, in a tumbler, one-half full of lukewarm water, and administer it to the patient at once, repeating every ten minutes until free vomiting ensues.

Also advise the administration of white of eggs and flour, stirred up in water, or milk. In case of poisoning from Opium or Narcotic poisoning, when the tendency of the patient is to get stupid and unconscious, keep the patient awake by walking him, and rubbing, until the doctor arrives, giving him some strong black coffee if you can obtain it.

SUNSTROKE.

You will frequently, during the hot months, be called to persons found upon the street, prostrated by the heat, and you must be extremely cautious how you handle and treat them. These cases present two varieties, which you must carefully distinguish. Those whose hands and face are cold and white, the eyes without lustre, and sunken, the skin cold and clammy and bathed in sweat, whose breathing is interrupted and sighing, whose whole appearance denotes weakness and faintness, are in a state of shock or collapse and need the treatment that has been indicated to you for this condition.

Perfect quiet and stimulants. If this weakness and faintness is extreme, under no consideration must they be raised with the head high, or jolted in moving, or brought any distance to the station or hospital, until they have been examined by a physician. Place them with the head quite low in some shady place, and administer to them a little water every five and ten minutes until the doctor arrives, or they show some signs of revival. Lifting them in the wagon and shaking them up for a mile or two will often bring them dying at the hospital door.

The other class of sunstroke will present an entirely different appearance. The face will be bluish, or red, or purple; with the veins of the forehead and neck distended they will, unless too far gone, have the head burning with heat, the eyes will be bloodshot; in fact, the whole appearance will indicate full-bloodedness of the head and face. The breathing will probably be very harsh and coarse. In these cases you will raise the head moderately, and apply ice or cold water freely to the head and back of the neck, and give no stimulants, unless ordered by a physician.

FIT.

People whom you find upon the streets affected with fits are almost always epileptics. All you can do for them usually is to dash cold water in their face, or put a towel wrung out in ice water over the head, if they are very livid, or flushed in the face, and to open their teeth, lest in their spasm they may be holding the tongue between them.

APOPLEXY.

Lastly, I wish to draw your attention to the fact that it happens very frequently that reputable citizens who are the victims of apoplexy, or of some similar brain trouble, are mistaken for drunk and cast into a cell, it may be, there to die. The distinction is sometimes very difficult, but remember that it is your duty to be sure that a man is drunk before you place him unconscious in a cell, and that when you have any doubts, you must call for medical assistance. The most important points to remember are

these: In drunkenness, the breath usually indicates the usual amount of alcohol that has been consumed, though, of course, a man may have had apoplexy after drinking freely. The respiration in apoplexy is usually very harsh, hoarse and snoring. In drunkenness, the man can usually be aroused by shaking, and gives by his manner of acting or his speech, more or less indications of his drunkenness. Pouring cold water upon the head usually arouses a drunken man and makes the case recognizable. A paralyzed condition of some of the limbs, of course, indicates the apoplectic origin. Generally speaking, a man that cannot be roused to show his drunkenness may not be drunk at all, and you must keep him under observation until you are certain.

LUNATICS.

Insane people are not criminals. If sufficiently gentle, you may pass a lifetime controlling insane people, and never need to raise a club. A blow given to an insane man may render his insanity permanent.

An intelligent comprehension of the above written simple rules, for your guidance, in case of emergency, will enable you to render the first aid to the injured without, as is too frequently the case, doing harm. You are simply to supply as far as lies in your power the place of the physician, and when he arrives are to follow his instructions, and render him what assistance you can.

FORM OF APPLICATION.

The following is the form of application for candidates for Patrolman, together with the medical and physical requirements. Application blanks may be had from the Municipal Civil Service Commission, 299 Broadway, New York, when applications are being issued.

Application No.....
Index No.....
Examination No.....
Date of Notification.....

MUNICIPAL CIVIL SERVICE COM-
MISSION OF NEW YORK,
Municipal Building, 14th Floor.

Application for Patrolman.

N. B.—All answers to questions in the application proper must be in ink, in the HANDWRITING of the applicant; and all statements of vouchers must be also in ink and in the handwriting of the person signing each statement. The name of the applicant must be the same, both in spelling and initials, wherever it appears on this application.

To the Municipal Civil Service Commissioners of New York:

The undersigned states that he is..... years of age. He respectfully asks an appointment as Patrolman in the Police Department of The City of New York, and refers you to the following testimonials.

Questions.

1. What is your name in full (your first name in full, your middle initial or initials, if you have any, and your surname in full)?
2. Are you a citizen of the United States? (If naturalized, your certificate of natural-

ization must be forwarded with the application. If you claim citizenship through the naturalization of a parent, the parent's certificate must be forwarded.)

3. What was the year, month and day of your birth? (Be absolutely sure of the date of your birth.) Where were you born? (If born in the United States, give name of State.) If foreign born, state when you came to the United States.

4. Since what date have you lived in the State of New York? (Give day, month and year.)

4a. Where do you live?

5. In what kind of school were you educated—common school, high school, business college, academy, or college?

6. Are you married? If so, what family have you?

7. Have you ever been complained of, indicted for, or convicted of any violation of law? If so, state each occasion and disposition of such charges.

7a. Have you ever been arrested?

8. To what extent, if at all, do you use intoxicating liquors?

9. What is your height? What is your weight?

10. Were you ever in the employ of the United States, or of any State, or of any County, City or Town? If so, state where and in what capacity. When and why were you separated from such employment?

11. Were you ever in the military or naval service of the United States? If so, in what regiment and company, or on what vessel did you serve? Were you honorably discharged, and when?

12. Have you ever before FILED APPLICATION for the position of Patrolman in The City of New York? If so, when?

13. State your occupation, the names of your employers and where you have been employed for the last five years. (Give oc-

cupation, name of employer and place of employment for each year.)
IN WITNESS WHEREOF, I have hereunto subscribed my name this.....day of.....19.., at....., County of....., and State of New York.

.....
(Applicant's Signature.)

Vouchers and Their Certificates.

Directions.—(1) FOUR persons, and no more, must vouch for the character of the applicant. **THEY MUST BE RESIDENTS OF THIS CITY.** All the vouchers should be well acquainted with the applicant. They must have known the applicant **AT LEAST ONE YEAR**, must not be near relatives of the applicant; and it is desirable that one of them should be a reputable physician.

(2) They should be persons of good character and standing in the community where they reside, **AND MUST NOT BE KEEPERS OF LIQUOR SALOONS.**

(3) Each subsequent blank must be filled as accurately as practicable.

N. B.—The applicant is cautioned that, inasmuch as the vouchers on this paper will be called upon for such detailed (written) information as to ability, industry, character, habits, etc., as they can give, he should be careful to secure those who know him well, especially in his occupation, and who will be willing to furnish such information in greater detail when asked, as a failure to so furnish it promptly will be deemed a refusal, and will be necessarily a disadvantage to the applicant.

Each of the undersigned respectfully represents to the Municipal Civil Service Commissioners of New York that he is not a keeper of a liquor saloon; that he can and does hereby testify that he knows the above applicant personally, and knows him to be a man of good moral character, of sober and industrious habits; that he has never known him to be guilty or convicted of any criminal act or disorderly conduct; and each of the undersigned further says that he consents that this certificate may be made public, and is willing to furnish any other information respecting the applicant which he may possess.

Voucher No. 1.

(To be filled by the person who sign it.)
I, the undersigned, a citizen of the City and State of New York, hereby certify upon my honor that I am more than twenty-one years of age, by occupation a....., and a resident of.....County of....., and State of New York; that I am personally well acquainted with the applicant hereon; that all statements made by me in this voucher are **IN MY OWN HANDWRITING**; that I have carefully read the answers of the applicant to the questions on page 1 of this application, particularly his answers to questions 3, 7 and 10, and that they are true to the best of my knowledge and belief; that I

consent that this certificate may be made public; and that I am willing to furnish any other information which I may possess respecting the applicant.

(Vouchers Nos. 2, 3 and 4 read the same as No. 1.)

This oath must be taken before a Justice, Notary, or other officer competent to administer it:

County of..... }
State of..... } ss.:

And on this day, said applicant, to me personally known, having been duly sworn (or affirmed) before me, stated that said applicant had read the printed as well as the written parts of the foregoing application, and that to the best of applicant's knowledge, information and belief, the several statements therein contained are true; and further declared to me that said applicant had good reason to believe and does believe and represent, (1) that the occupation, residence, address, and other statements of each of the vouchers as given in the following certificates are severally correct; (2) that each of said vouchers is a person of good character and reputation; (3) that the several signatures hereto, purporting to be those of said vouchers and of the applicant, are genuine; and (4) that deponent, who has signed this application, is the person intended to be examined by virtue thereof.

.....
(Signature of applicant as usually signed.)
Sworn to and subscribed before me by said applicant this.....day of.....191
(Signature of Officer).....
(Official Title).....
(If you have an official seal, affix it.)

MUNICIPAL CIVIL SERVICE COMMISSION OF THE CITY OF NEW YORK.

Medical Standards Required for Firemen and Patrolmen.

Experience has shown that many applicants are rejected at their medical examination for defects which could have been remedied had the applicant been informed beforehand of the standard of the physique required by the Civil Service Commission. The following information is therefore furnished. To save unnecessary trouble and expense, it is well that each candidate should have himself examined, as a preliminary measure, by his family physician, in order to be sure that he conforms to this standard and that he is not suffering from ailments or defects which would necessarily cause him to be rejected.

The Medical Examiner is prohibited by the rules of this Commission from examining candidates in his private capacity as a physician, and applicants will, therefore not call upon him for information or special examination.

Patrolman-Fireman—Age. Applications will be received from persons who are twenty-one (21) years of age on or before the date of the mental examination. Applications will not be received from persons who are more than twenty-nine (29) years of age on the date of filing applications.

General Appearance. The applicant must be free from any marked deformity, free from all parasitic or systemic skin diseases, and from evidence of intemperance in the use of stimulants or drugs. The body must be well proportioned, of good muscular development, and show careful attention to personal cleanliness.

Obesity, muscular weakness or poor physique must reject.

Nose, Mouth and Teeth. Obstruction to free breathing, chronic catarrh, or very offensive breath must reject.

The **mouth** must be free from deformities or conditions that interfere with distinct speech, or that predispose to disease of the ear, nose or throat.

Teeth must be clean, well cared for and free from multiple cavities. There must be at least two molar teeth to each jaw on each side, and these teeth in good apposition for proper mastication. The jaws must be free from badly broken or decayed teeth so far destroyed as to render filling or crowning impossible. Missing teeth may be supplied by crown or bridge work; where site of teeth makes this impossible, rubber dentures will be accepted. At least twenty natural teeth must be present.

Rupture in any form must reject.

Genitalia must be free from deformities and from varicocele, hydrocele, enlargement of the testicle, stricture, or incontinence of urine.

Any acute and all venereal diseases of these organs must reject.

Rectum and Anus. Fissures, fistulas, and external or internal piles must reject.

Varicose Veins or a marked tendency to their formation must reject.

Arms and Legs, Hands and Feet must be free from affections of the joints, sprains, stiffness or other conditions, such as flat-foot, ingrowing nails or hammer-toes, which would prevent the proper and easy performance of duty.

Firemen.

Expansion, In.	Mobility. In.	Height. Ft. In.	Weight, Lbs.
38	3½	5 7	140
38	3½	5 7½	140
38	3½	5 8	140
38½	4	5 9	145
38½	4	5 10	150
39	4	5 11	155
39	4	6 ..	160
39½	4	6 1	165
39½	4	6 2	170
39½	4	6 3	175
40	4½	6 4	180
40	4½	6 5	185

Patrolman.

Expansion, In.	Mobility. In.	Height. Ft. In.	Weight, Lbs.
36½	3	5 7½	140
37	3	5 8	140
37½	3½	5 9	145
38	3½	5 10	150
39	3½	5 11	155
39	4	6 ..	160
39½	4	6 1	165
39½	4	6 2	170
39½	4	6 3	175
40	4½	6 4	180
40	4½	6 5	185

Height taken barefoot; weight and measurements naked.

(a) In the case of Patrolmen in the Police Department, the minimum height required is 5 ft. 7½ inches, the weight 140 pounds, and the chest measurement 33½ inches.

(b) In the case of Firemen in the Fire Department, the minimum height required is 5 ft. 7½ inches, the weight 140 pounds, and the chest measurement 36½ inches.

Eyes. The applicant must be free from color blindness, and be able to read with each eye, separately, standard test types at a distance of twenty feet. Loss of either eye, chronic inflammation of the lids, or permanent abnormalities of either eye must reject.

Ears. Normal hearing with each ear is required.

Respiration must be full, easy and regular; the respiratory murmur must be clear and distinct over both lungs, and no disease of the respiratory organ be present.

Circulation. The action of the heart must be uniform, free and steady. its rhythm regular and the heart free from organic changes.

Brain and Nervous System must be free from defects.

Kidneys must be healthy and the **Urine** normal.

The necessity for the selection of such men only as are sound in all respects, and are in every way physically qualified for the position is self-evident. The foregoing qualifications are indispensable, but it is understood that the Medical Examiner will put such other questions or tests, bearing upon each case, as he may think necessary and proper, and the whole examination shall be thorough, exact and circumstantial.

The Medical Examiner shall also test the strength, activity and physical capacity of all applicants who come up to the standard required in the medical examination by suitable examination into the strength of back, chest, legs, arms, etc., which tests shall be submitted to and approved by the Commission.

Issued by order of the Commission.

MUNICIPAL CIVIL
SERVICE COMMISSION.

GYMNASTIC REQUIREMENTS.

The following is a brief description of the tests which must be undergone in the gymnasium of the Municipal Civil Service Commission:

While candidates are permitted to take the examination in any dress they choose, it is well to adopt attire which will enable them to display their strength with the fullest freedom. For this purpose a pair of running drawers and an athlete's shirt, a pair of rubber-soled shoes make the best equipment.

First in order are the dip and chinning exercises. Standing against the exercise ladder, the candidate lifts the whole weight of his body, the feet not touching the ground throughout the exercise. The chinning is supposed to be repeated fourteen times; the dip six times. Twenty chins and dips give the maximum credit of 100.

Then follow tests for the strength of the forearms, back, legs, upper arms, abdominal muscles and agility.

For the forearm test the candidate squeezes a dynamometer, first with the right hand, then with the left, the percentage being recorded upon the instrument.

The traction pull, which comes next, consists in pulling a machine laid across the chest to test the strength of the pectoral muscles. Then, with the aid of the dynamometer, the strength of the back and leg muscles is accurately ascertained.

The dumb bell exercise follows. Here the candidate is required to lift a 60lb. dumb bell in each hand, first to the shoulder and then to the head. Then he lies on his back and lifts a 25-lb. dumb bell while rising to a sitting position.

The rope jump is first at 4 ft., for which a percentage of 60 per cent. is given; then at 4 ft. 4 inches, carrying a percentage of 75, and finally at 4 ft. 8 inches, which receives a credit of 100 per cent.

The final gymnastic exercise being over, measurements are taken of the girth of the chest, the girth of the thigh, girth of upper arm, girth of the calf, and depth of the chest and abdomen.

(NOTE:—Before being measured for chest expansion candidates are advised to completely expel the air from their lungs, as this makes it easier to attain the required expansion.)

The Municipal Civil Service Commission publishes the following report stating the causes of rejection in the last medical examination for patrolman, in 1911:

Cause.	No.	Per cent.
Light weight	235	25
Defective vision	156	19
Short height	132	14½
Defective teeth	99	9½
Varicose veins	58	6½
Heart trouble	76	8 1/3
Flat feet	73	8
Defective chest expansion..	39	4 1/3
Round shoulders	21	2 1/3
Defective speech	1	} about 3
Varicocoele	6	
Bunions	3	
Knock knee	2	
Obesity	6	
Poor physique	1	
Skin disease	2	
Hernia	6	
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